

COURSE INFORMATION

- RHAB 3000 Micro-counseling
- Spring 2018
- Sections 810 & 820, 3 hours
- Online
- No prerequisites

CONTACT INFORMATION

- Professor Heller Garland, Senior Lecturer
- Chilton Hall, 218 L
- (940) 369-5186
- Office hours: Wednesday, 11:00 AM – 1:00 PM and by appointment
- Paula.Heller-Garland@UNT.edu
- Teaching Assistant: Joel Finegan
- Joel's email: Joel.Finegan@UNT.edu

ABOUT YOUR PROFESSOR

Professor Heller Garland has been an addiction professional since 1993. She has worked in treatment as a clinician, administrator, and educator. She served as former President of the state Texas Association of Addiction Professions. She is currently Senior Lecturer at The University of North Texas in the Department of Rehabilitation and Health Service in the College of Health and Public Service. Professor Heller Garland is Coordinator of Addiction Studies and Faculty Advisor to Eagle Peer Recovery at UNT.

Professor Heller Garland is passionate about addiction treatment and recovery. In August 2016 she was inducted into the Texas Counselor Hall of Fame. When she is not teaching, she enjoys conducting workshops, traveling, and spending time with her family.

Her office is located in Chilton Hall, 218. She is available for appointments on Wednesdays 11:00 AM - 1:30 PM and other days by appointment.

One of the most effective ways to reach her is email: Paula.Heller-Garland@UNT.edu

ABOUT YOUR TA

Joel Finegan, Teaching Assistant, is a 2013 graduate of the University of North Texas. Joel is currently pursuing a Master of Science in Rehabilitation Counseling.

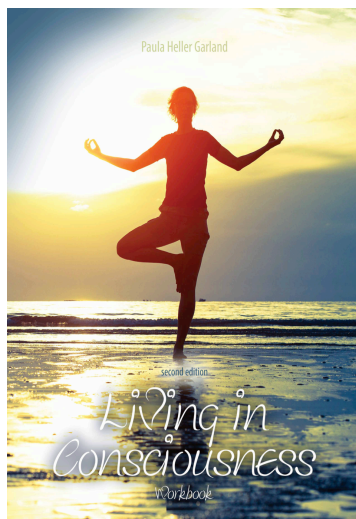
Prior to being a TA, Joel had several years of experience working with and serving people with disabilities. Previously, he was a Residential Coordinator at the Denton State Supported Living Center and worked as a Certified Supported Employment Specialist and Job Placement Specialist in the private sector.

Joel is excited to be helping undergraduate students achieve their educational goals this year as a Teaching Assistant.

To reach him, email: JoelFinegan@my.unt.edu or stop by his office in Chilton Hall, 218.

COURSE MATERIALS

Garland, P. (2016). *Living in Consciousness, 2nd Edition*. Debuque: Kendall Hunt. The workbook is available in print or as an eBook. You do not need both.



If you do not have your workbook due to an issue with the bookstore (hard copies on backorder or eBook access code not working), it is imperative to contact Professor Heller Garland and Joel Finegan immediately. Not having the course materials will not negate point deductions for work submitted late.

If you purchase a used copy, look through the workbook to ensure all of the pages are intact. We will be using the entire workbook for the course.

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 & OUTCOMES

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-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.

Course Organization

This course is organized into weekly lesson plans with specific topics for each week. Each week begins on Tuesday and ends at 11:59 pm Monday. All assignments will be due no later than Monday of each week. All materials will be offered in multiple formats for accessibility purposes.

What Should Students Do First?

Review the “Start Here” section of the course on Blackboard. Read the Syllabus, Assignment Details and Schedule.

How Students Should Proceed Each Week for Class Activities

Open the Learning Module to read:

- Learning Objectives
- Curriculum Content
- Readings and Resources
- Assignments

COMMUNICATIONS

Information about the communication tools in the course:

- Announcements
- Email
- Discussions
- Curriculum Content
- Video and audio recordings

Each module has video and/or audio on the slides. Listening to the audio and/or viewing the videos will provide much more information than reading alone. This

can enrich your experience and knowledge, similarly to being in an on campus classroom listening to a lecture.

Interaction with Instructor

When emailing Professor Heller Garland, *please* use your UNT email. In the subject line, place RHAB 3000. Communicate professionally, be specific about your request, and copy Joel Finegan.

ASSESSMENTS & GRADING

- Each assignment will contain specific instructions.
- Use only Blackboard. Assignments will not be accepted if emailed.
- Follow expectations given in each assignment for completing and turning in all work in RHAB 3000.

Assignments include:

- Online quiz
- Discussion Board
- Workbook assignments
- Interview Preparation
- Interview transcript with self-critique and labeling:
- Course reflection

GRADING

LETTER GRADE	Point Value
A	425 - 500
B	325 - 424
C	225 - 324
D	125 - 224
F	223 or less

Assignment Policy

Each assignment provides the date due. Assignments are found within the weekly module folders.

Instructor Responsibilities and Feedback

Professor Heller Garland and Joel Finegan, TA will respond to email, sent in the manner requested, within 24-48 hours during the week, 48-72 hours during weekend.

Late Work

Assignments are deducted 25% per each day late, without exception.

Letter of Recommendation from Professor

Should you desire a letter of recommendation from Professor Heller Garland you must:

- have completed at least two courses with her;
- have met with her in person or by phone;
- submit a request by email at least 14 days prior to the date the letter is recommended that includes:
 - Names, dates, and grades of courses taken with Professor Heller Garland;
 - Indicate to whom the letter is to be written or the form to be sent;
 - Instructions for submitting the letter or returning the form;
 - The intention of the letter (is this for graduate school or a job?)

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

It is the belief of this instructor that the only way to grow is to interact and exchange ideas with people dissimilar to us. Student interaction throughout this course, just as in on campus courses is encouraged. However, there will be no tolerance for name-calling, condemnation, or other forms of aggression through the keyboard.

TECHNICAL REQUIREMENTS/ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspect of the course.

- UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>
- Hardware and software necessary to use Bb Learn:
<http://www.unt.edu/helpdesk/bblearn/>
- Browser requirements:
<http://kb.blackboard.com/pages/viewpage.action?pageId=84639794>
- Computer and Internet Literacy:
http://clt.odu.edu/oso/index.php?src=pe_comp_lit
- Necessary plug-ins: <http://goo.gl/1lsVF>
- Internet Access with compatible web browser

Minimum Technical Skills Needed:

- Using Blackboard
- Using email with attachments
- Creating and submitting files using word
- Copying and pasting
- Downloading documents
- Creating and submitting scanned documents or photographs of documents

If you have not used Blackboard or taken an online course, consider contacting UNT support for tutorials.

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website: <http://www.unt.edu/helpdesk/hours.htm> for updated hours.

Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to: <https://learn.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard's On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within Blackboard, you will have access to the "UNT Helpdesk" tab which provides student resources and Help Desk Information.

Being a Successful Online Student

- What Makes a Successful Online Student?
- Self-Evaluation for Potential Online Students

Incompletes

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. According to UNT policy:

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed

on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. (<http://essc.unt.edu/registrar/incomplete.htm>, p. 1)

If you fail to complete the course requirements by the end of the subsequent semester the grade of Incomplete will be replaced with an “F”. I strongly urge you to complete the course. If you find you are falling behind, or not passing, I recommend you consider withdrawing from the class so that your record and GPA is not negatively affected. Please come talk to me if you find yourself having any difficulties with keeping up with the assignments or are not doing well on the quizzes.

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

Information about the University of Texas’ Attendance Policy may be found at: <http://policy.unt.edu/policy/15-2-5>

Administrative Withdrawal

Contact Student Affairs to discuss.

Syllabus Change Policy

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty, which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UNT POLICIES

Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Additional information can be found in the Code of Student Conduct.

Academic Honesty Policy

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. As stated in the Policy:

http://www.unt.edu/csrr/student_conduct/misconduct.html, misconduct for which students are subject to discipline falls into the following categories:

- A. *Acts of Dishonesty, including but not limited to:*
 1. *Academic dishonesty - cheating. The term "cheating" includes, but is not limited to:*
 - a. *use of any unauthorized assistance in taking quizzes, tests, or examinations;*
 - b. *dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
 - c. *the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the University;*
 - d. *dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);*
 - e. *any other act designed to give a student an unfair advantage.*
 2. *Academic Dishonesty — plagiarism. The term "plagiarism" includes, but is not limited to:*

- a. *the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or*
- b. *the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.*

Discipline may range from not having an assignment accepted for credit to expulsion from the course. For more information regarding policies regarding student conduct, please visit: http://www.unt.edu/csrr/student_conduct/index.html

ADA Policy

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Add/Drop/Incomplete Policies

Please refer to the Office of the Registrar regarding the following policies:

- [Add/Drop Policy](#)
- [Incomplete Policy](#)

Important Notice for F-1 Students taking Distance Education Courses:

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml>

The paragraph reads:

(G) For F–I students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–I student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Blackboard Learn on the “Academic Support” tab.

- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>
- UNT Portal: <http://my.unt.edu>
- UNT Blackboard Student Resources: Technical Support: https://ecampusupport.unt.edu/index.cfm?M=Student_Resource
- UNT Library Information for Off-Campus Users: <http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users>
- UNT Computing and Information Technology Center: <http://citc.unt.edu/services-solutions/students>
- UNT Academic Calendar: <http://www.unt.edu/catalogs/2014-15/pdf/calendar.pdf>