

**Eastern Illinois University
Revised Course Proposal Format**

Banner/Catalog Information (Coversheet)

1. ☐ New Course or ☒ Revision of Existing Course
2. Course prefix and number: CSD 5510
3. Short title: Professional Orientation
4. Long title: Professional Orientation
5. Hours per week: 3 Class ☐ Lab 3 Credit
6. Terms: ☒ Fall ☐ Spring ☒ Summer ☐ On demand
7. Initial term: ☒ Fall ☐ Spring ☐ Summer Year: 2018
8. **Catalog course description:** This course provides an orientation to the counseling profession. Areas covered include an understanding of all aspects of professional functioning such as history of the profession, roles, organizational structures, preparation standards, credentialing, legal and ethical issues, and the emerging use of technology within the counseling field.
9. **Course attributes:**
General education component: None.
☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive
☐ Writing active
10. **Instructional delivery**
Type of Course:
☒ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research
☐ Internship ☐ Performance ☐ Practicum/Clinical ☐ Other, specify:

Mode(s) of Delivery:
☐ Face to Face ☐ Online ☐ Study Abroad
☒ Hybrid, specify approximate amount of on-line and face-to-face instruction 60/40
11. Course(s) to be deleted from the catalog once this course is approved. None.
12. Equivalent course(s): None.
 - a. Are students allowed to take equivalent course(s) for credit? ☐ Yes ☐ No
13. Prerequisite(s): None.
 - a. Can prerequisite be taken concurrently? ☐ Yes ☐ No
 - b. Minimum grade required for the prerequisite course(s)? ☐
 - c. Use Banner coding to enforce prerequisite course(s)? ☐ Yes ☐ No
 - d. Who may waive prerequisite(s)?
☐ No one ☐ Chair ☐ Instructor ☐ Advisor ☐ Other (specify)
14. Co-requisite(s): None.
15. Enrollment restrictions
 - a. Degrees, colleges, majors, levels, classes which **may** take the course: EIU Graduate Student
 - b. Degrees, colleges, majors, levels, classes which may **not** take the course: EIU Undergraduate Student

16. Repeat status: ☒ May not be repeated ☐ May be repeated once with credit
17. Enter the limit, if any, on hours which may be applied to a major or minor: ____

18. Grading methods: ☒ Standard ☐ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions:

☐ Grade for course will not count in a student's grade point average.
☐ Grade for course will not count in hours toward graduation.
☐ Grade for course will be removed from GPA if student already has credit for or is registered in: _____
☐ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. Additional costs to students: None.

Supplemental Materials or Software _____
Course Fee ☐ No ☐ Yes, Explain if yes _____

21. Community college transfer:

☐ A community college course may be judged equivalent.
☐ A community college may not be judged equivalent.
Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. ☒ Course is required for the major(s) of Counseling and Student Development
☐ Course is required for the minor(s) of _____
☐ Course is required for the certificate program(s) of _____
☐ Course is used as an elective

2. **Rationale for proposal :** To meet the current CACREP accreditation standards.

3. **Justifications for (answer N/A if not applicable)**

Similarity to other courses: n/a

Prerequisites: n/a

Co-requisites: n/a

Enrollment restrictions: 5500 and above level graduate course

Writing active, intensive, centered: n/a

4. **General education assurances (answer N/A if not applicable)**

General education component: n/a

Curriculum: n/a

Instruction: n/a

Assessment: n/a

5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

Online or hybrid delivery justification: A hybrid version of this course will provide greater scheduling and delivery flexibility for the instructor and students, especially for students completing hours for practicum and internship. There has been an increased interest from students to have the CSD department offer a hybrid format.

Instruction: When the course is delivered online, asynchronous learning activities will be utilized, such as small group and student/instructor web conferencing, video lectures, posted readings, drop box assignments, threaded discussions, and quizzes/exams. All instructors who teach this course in an online format will have completed the EIU OCDi training or equivalent.

Integrity: Written assignments will be subjected to originality checking software (e.g. Turnitin), and students will need to log into an online course management system (e.g. D2L) using network

passwords to access reading, threaded discussions, quizzes and exams. If preferred, quizzes will be delivered with time constraints through a “lock down” browser that restricts simultaneous web browsing (e.g. Respondus).

Interaction: The instructor and students will communicate through various social media, email, and web conferencing software (e.g. – Illuminate, Skype, or FaceTime), along with discussion boards and chat functions available through online course management software (e.g. D2L).

Model Syllabus (Part II)

Please include the following information:

1. Course number and title

- a. CSD 5510, Professional Orientation

2. Catalog description

This course provides an orientation to the counseling profession. Areas covered include an understanding of all aspects of professional functioning such as history of the profession, roles, organizational structures, preparation standards, credentialing, legal and ethical issues, and the emerging use of technology within the counseling field.

3. Learning objectives.

| Graduate Learning Goals |
|---|
| 1- Depth of content knowledge |
| 2 - Effective written and oral communication |
| 3- Effective critical thinking and problem solving |
| 4- Advanced scholarship through research or creative activity |

| Course Learning Objective | Graduate Learning Goals |
|--|--------------------------------|
| a) Examine the history and philosophy of the counseling profession including School and Clinical Mental Health Counseling. | 1, 2 |
| b) Examine the multiple professional roles and functions of counselors across specialty areas, and their relationships with human and integrated behavioral health care systems, including interagency and interorganizational collaboration and communications. | 1, 2, 3 |
| c) Discuss the counselors’ roles and responsibilities as members of interdisciplinary community outreach and emergency management response teams. | 1, 2, 3 |
| d) Discuss the role and process of the professional counselor advocating on behalf of the profession. | 1, 2, 3 |
| e) Discuss the advocacy processes needed to address institutional and social barriers that impede access, equity, and successes for clients. | 1, 2 |
| f) Examine professional organizations, including membership benefits, activities, services to members, and current issues. | 1, 2 |
| g) Examine professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues. | 1, 2 |
| h) Discuss current labor market information relevant to opportunities for practice within the counseling profession. | 1, 2, 3 |

| | |
|---|---------|
| i) Examine ethical standards of professional counseling organizations and credentialing bodies and applications of ethical and legal considerations in professional counseling. | 1, 2 |
| j) Examine technology's impact on the counseling profession. | 1, 2 |
| k) Examine strategies for personal and professional self-evaluation and implications for practice. | 1, 2, 3 |
| l) Practice self-care strategies appropriate to the counselor role. | 1, 2, 3 |
| m) Discuss the role of Supervision in the profession. | 1, 2, 3 |

4. Course materials.

- Gladding, S. D. (2013). *Counseling: A comprehensive profession*. (7th Ed.) Merrill Prentice Hall: Upper Saddle River, New Jersey.
- Remley, T.P. Jr., Herlihy, B. (2014). *Ethical, legal, and professional issues in counseling*. (4th Ed.) Merrill Prentice Hall: Upper Saddle River, New Jersey.
- APA Publication Manual, 6th Edition
- ACA Code of Ethics (downloadable from www.counseling.org)
- ASCA Ethical Standards (downloadable from <http://www.schoolcounselor.org>)

5. Weekly outline of content.

| Week | Topic | Length of Class | Readings/Assignments |
|---------|--|-----------------|---|
| Week 1 | Professional Identity | 150 minutes | Remley (Chapter 2) |
| Week 2 | Counseling Process Overview The History of Counseling including School and Clinical Mental Health | 150 minutes | Gladding (Chapters 6- 8) Gladding (Chapters 1 & 2) Career Interview Presentations Due |
| Week 3 | Counseling Theory Overview | 150 minutes | Gladding (Chapters 9 & 10) |
| Week 4 | Counseling in the Schools/Agencies Licensure vs. Certification | 150 minutes | Gladding (Chapters 17 & 20) |
| Week 5 | Ethics in Counseling | 150 minutes | Remley (Chapter 1) Gladding (Chapter 3) |
| Week 6 | Ethical Decision Making: Case Examples | 150 minutes | |
| Week 7 | Professional Advocacy Mandated Reporting | 150 minutes | Gladding (Chapters 15, 16 & 19) Ethical Assignment Due |
| Week 8 | Midterm Exam | 150 minutes | |
| Week 9 | Confidentiality and Informed Consent | 150 minutes | Remley (Chapters 4 & 5) |
| Week 10 | Record Keeping | 150 minutes | Remley (Chapter 6) |
| Week 11 | Dual Relationships | 150 minutes | Remley (Chapter 8) Research Paper Due |

| | | | |
|---------|---|-------------|--|
| Week 12 | Legal Issues and Risk Management Creating PPP | 150 minutes | Remley (Chapters 14 & 16) Gladding (Chapters 12) |
| Week 13 | Suicide and the Dangerous Client & Trends in Technology Review Final Exam | 150 minutes | Remley (Chapter 9) Student Presentation Reflective Writing |
| Week 14 | Student Presentation Self-Care | 150 minutes | PowerPoint Presentation Due |
| Week 15 | Student Presentations | 150 minutes | PowerPoint Presentation Due |
| Week 16 | Final Exam | | |

6. Assignments and evaluation, including weights for final course grade.

Exams – 100 pts

Class Attendance & Participation- 20 pts

Career Interview Assignment - 20 pts

Ethical Decision Making Paper - 30 pts

Research Paper - 50 pts

PowerPoint Exercise - 20 pts

Total Points = 240

- Exams: Students will have two exams, and will be tested over the assigned readings and the lecture material. The exam will have multiple choice, essay and short answer type questions.
- Attendance and Class Participation: Attendance and class participation is crucial to learning and is required. Students are expected to attend class having completed required readings and to regularly engage in class discussion.
- Career Interview Assignment: Students will interview a counselor in a professional setting to gain a better understanding of the different roles and responsibilities a counselor may have. Students will provide an overview of the interview and share a 2-4 minute video clip of something unique or interesting regarding this specific job.
- Ethical Decision Making Assignment: Students are required to write a paper to implement a course of action concerning the case handed out by the instructor.
- Research Paper: Student will write a 5-7 page typed research paper describing a current issue relevant to the counseling profession and this class. Students are required to describe the issue and implications for the profession.
- Create a Power Point Exercise: Students are required to create a 3-5 slide presentation on his/her Current Issue Paper. This assignment is worth 20 points.

7. Grading scale.

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = below 59%

8. Correlation of learning objectives to assignments and evaluation.

| Assignments and Evaluation | Learning Objectives |
|-----------------------------------|----------------------------------|
| Exams | Course objectives a-m |
| Class Attendance & Participation | Course objectives c.,d.,e.,h.,m. |
| Career Interview Assignment | Course objectives b.,d.,e. |
| Ethical Decision Making Paper | Course objectives i.,k. |
| Research Paper | Course objectives b.,d.,e.,f. |
| PowerPoint_Exercise | Course objectives j. |

Date approved by the department or school: 2/14/18

Date approved by the college curriculum committee: 2/26/18

Date approved by the Honors Council (*if this is an honors course*):

Date approved by CAA: CGS: