

**AMBERTON UNIVERSITY**  
**SYLLABUS FOR LECTURE/CLASSROOM COURSE**

**CSL6780.21) Professional Counseling**  
**FALL 2019**  
**Location: Frisco Center**

**PROFESSOR INFORMATION:**

Name: Ken Johnson, Ph.D.  
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Office Location: Frisco Center Room # F1  
Office Hours: Tuesday, 6pm  
Email Address: Kjohnson@Amberton.edu

**COURSE INFORMATION:**

CSL6780.21) Professional Counseling  
Level: Graduate  
Beginning Date of Session: Saturday, September 14, 2019  
Ending Date of Session: Thursday, November 21, 2019  
The first class meeting is **Tuesday, September 17, in Room # F1 ( Frisco Center)**

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: The World of the Counselor: An Introduction to the counseling profession t  
Author: Ed Neukrugt  
Publisher: Cengage Learning  
Year Published: 2015  
Edition: 5<sup>th</sup> Editionr  
ISBN: 10: or 13:9781305087293  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

**APA Requirement**

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6<sup>th</sup> edition, second printing of the APA manual, offers

examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6<sup>th</sup> ed., 2<sup>nd</sup> printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

**COURSE COMPETENCIES:**

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents an introduction and overview of the counseling profession. A variety of areas are explored including professional orientation, the helping relationship, theories and skills, systems theory, group work, consultation and supervision, lifespan development, abnormal development, diagnosis, career development, research and appraisal, agency counseling, and school counseling. Multicultural aspects of counseling are stressed as well as ethical, professional, and legal issues. Emphasis will be placed on student development of personal philosophy of counseling and theoretical orientation.

**UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Discussing the historical development of the counseling profession.
2. Examining the contributions of each theory of counseling.
3. Identifying issues and trends in the field of counseling.
4. Understanding personality development from a lifespan perspective.
5. Demonstrating an awareness of personal motivation and goals for entering the counseling profession.
6. Interpreting graduate level research studies.
7. Using APA standards effectively with all course assignments.
8. Describing and analyzing the ethical, professional and legal issues in the counseling profession.
9. Defining the roles and functions of school, agency, and mental health counselors.
10. Distinguishing between counseling, guidance, and psychotherapy.
11. Analyzing the contemporary models of counseling assessment.
12. Examining the history of career development and vocational guidance.
13. Identifying the major theoretical frameworks for group work.
14. Understanding abnormal psychology reflective of the DSM-V.
15. Explaining the historical trends and major theories associated with marriage and family therapy.
16. Defining consultation and supervision as related to the counseling profession.
17. Evaluating the aspects of counseling from a multicultural perspective.
18. Understanding the referral/advocacy/triage related to the counseling profession.
19. Defining and understanding crisis intervention in the helping professions.
20. Examining the differences between crisis and psychotherapy.
21. Developing personal philosophy of counseling.

**COURSE POLICIES:**

All assignments must be submitted by the due date. Late assignments, if accepted, may be assessed a 15 point late penalty.

***Student's Responsibilities***

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

***Attendance Policy:***

Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend does not constitute official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, an entire lecture class session. A student in a lecture course missing more than 20% (two class periods) of the class meetings and not keeping up with course assignments may be dropped at the discretion of the professor and Amberton administration.

**Plagiarism Policy**

Plagiarism is using another person’s work as your own. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

**COURSE DELIVERY METHODOLOGY:**

This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

**COURSE OUTLINE AND CALENDAR:**

(Provide a topical outline of the course based on the course competencies. Include learning activities required to gain knowledge of course competencies.

Also provide an outline of important due dates, activities scheduled for each meeting as well as examination dates.)

Week	Topic	Assignment	Competencies Covered	Due Date
Week 1	Introduction & overview, questions; discussions; assignments	Discussing the historical development of the counseling profession; APA standards	1 & 7	September 17, 2019
Week 2	Professional orientation	Chapters 1-3	3, 5, 8, &10	September 24, 2019
Week 3	The helping relationship; theories & skills related to professional counseling	Chapters 4 & 5	2,19, & 20	October 1, 2019
Week 4	The counseling relationship; counselors working in systems	Chapters 6-8	13,15,& 16	October 8, 2019
Week 5	Mid-term Exam	Chapters 1-8	N/A	October 15, 2019
Week 6	The development of the person; lifespan; career, abnormal development	Chapters 9-11	4, 12, & 14	October 22, 2019
Week 7	Research & program evaluation	Chapters 12 & 13	6 & 11	October 29, 2019
Week 8	Social & cultural foundations	Chapters 14 & 15	17	November 5, 2019

Week 9	Specialty areas in counseling; agency, school & mental health counseling	Chapters 16-18	9 & 21	November 12, 2019
Week 10	Final Exam	1-18	N/A	November 19, 2019

**GRADING CRITERIA:**

(Grading Scale – Final grades will be based on 2 exams and a research project. The breakdown is as following:

- Exam One, Chapters 1-8, Week 5 (30%)
- Exam Two, Chapters 1-18, Week 10 (50%)
- Research Project, Week 10 (20%)

Graduate	
92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

Final grades are mailed approximately one week after the last day of the session to the student’s address of record. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

***Incomplete Grades***

An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

***How to Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

**COURSE COMMUNICATIONS:**

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to email, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal may be accessed through a link on the University’s website, <http://www.Amberton.edu>, or at <http://apps.Amberton.edu>.

After selecting the “Student Portal” link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789  
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

### **COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

### **ACADEMIC HONESTY/PLAGIARISM:**

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas, or information or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

**RECOMMENDED ONLINE SOURCES:**

Online research resources are available through "Research Tools Database", accessible through the Student Portal, under "General Tools."

**RESEARCH TUTORIALS:**

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "Research Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.

***Library Live Chat Feature***

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. [www.amberton.edu/current-students/library/index.html](http://www.amberton.edu/current-students/library/index.html)

**BIBLIOGRAPHY:**

Research resources are available through the University's physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the University physical Library or email their questions to [library@Amberton.edu](mailto:library@Amberton.edu).