Course Title: INTRODUCTION TO HELPING SKILLS

Course Number: DD200        Quarter Credit Hours: 4.0        Prerequisites: DD100
Lecture Hours: 40      Laboratory Hours: 00      Out-of-Class Hours: 80      Location: Campus

Course Description:
A study of counseling methods, with emphasis on person-centered therapy, that have been found effective in dealing with the special needs of dependent persons.

Instructor      Office Hours
Tonya Toothman      Fridays 9 a.m. to noon or by appointment

Email      Phone
ttoothman@msc.edu      304-482-4116

Additional Details
Out of office I can be reached by phone between 7pm and 8pm Monday thru Thursday.

Instructional Materials and Technology Requirements:
Title: Skills and Strategies in the Helping Process, 2nd edition
Author: Robert E. Doyle
Publisher: Brooks/Cole Publishing Company, 2011
ISBN:

Course Objectives:
1. The student will be able to identify and respond to critical periods in the recovery process.
2. The student will be able to determine the level of trust developed in the helper/helpee relationship.
3. The student will be able to distinguish process from content in counseling.
4. The student will be able to identify signs and symptoms, resources, strength and limitations.
5. The student will be able to evaluate client progress toward treatment goals.
6. The student will be able to identify signs and symptoms of impending relapse.
7. The student will be able to identify those requests for information that are subject to program confidentiality policies and state and federal confidentiality laws.
8. The student will be able to discern facts from impression.
9. The student will be able to assess the forces that brought the helpee to treatment.
10. The student will be able to evaluate the severity of the helpee’s alcoholism and other drug dependency.

Instructional Methods: (Description of how the course will be taught, including lecture, lab, online, community activities, etc.)
Lecture and Discussion
Role-play
Note taking (daily)
Highlighting
Practical application of skills

Assessment Criteria and Evaluation Methods: (Weight of tests, assignments, etc. and basis for determination of final grade)
How Homework is graded: There will be tests and assignments throughout the term. All assignments are out-of-class work. Properly prepared essay should take 2 to 3 hours per page. Reading assignments 750 words: Typical of textbook pages with a text difficulty of new concepts and reading purpose is to engage, with an average student 50 words per minute goal. Therefore, it is estimated a student can read 5 pages per hour.

Attendance and participation    75%
Exams    25%
Final Grade    100%

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<th>Grading Scale</th>
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<th>A</th>
<th>B</th>
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**Policies and Other Information:**

Students are expected to attend class two days a week for 11 weeks. You will receive bonus points at the end of the term for attendance. For missing fewer than two days you will receive 20 points. For missing 3-4 days you will receive 15 points. For missing 5-6 days you will receive 10 points anything more than 7 days will be excluded from bonus points.

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<tr>
<th>Course Schedule and Topical Outline</th>
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<td><strong>Week</strong></td>
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| 8 | Role-playing, lecture and discussion on: Intermediate role of communication skills  
-Informing role  
-Inquiring role  
-Responding to client question role | -Read and study Chapter 8 of the Skills and Techniques for Human Services Professionals Estimate 4 hours  
-Study for Quiz Estimate 2 hours  
-Observe 6 individuals and complete a paper on the observations Estimate 4 hours |
|---|---|
| 9 | quiz  
Lecture and discussion on: Advanced role communication skills  
-Advising role  
-Motivating role  
-Evaluating role | -Read and study Chapter 9 of the Skills and Techniques for Human Service Professionals Estimate 4 hours  
-Additional practice on the advising role, motivating role, and evaluating role Estimate 4 hours |
| 10 | Lecture and discussion on: Identify problem solving skills  
-problem solving application examples  
-Evaluating clients progress toward treatment goals  
-signs and symptoms of impending relapse  
-Review for Final Exam | -Read and study Chapter 10 of the Skills and Techniques for Human Service Professionals Estimate 3 hours  
-Practice problem solving skills Estimate 4 hours |
| 11 | Review for Final Exam  
Final Exam | Study for Final Exam Estimate 4 hours |
As a part of their learning process, ask students to write the letters or words they are learning in the air with their finger. Having the students write letters in the air is important because it helps them learn to see the letter shape in their imagination. It helps them to “image” the letter. Do your air writing in lowercase letters as that is what your students (and the rest of us) see most often! It is not often that we read capital letters or cursive writing. Want to learn more about how a full understanding of symbol imagery can help your students master decoding skills? The full 360-page version of Seeing Stars: Symbol Imagery for Phonological and Orthographic Processing in Reading and Spelling is available here. Posted by WeAreTeachers Staff. All Posts. Identifying specific skills to teach can be a challenge. Teachers can get some help from the literature on teaching reading. Skills such as making connections, asking questions, and making inferences are used in reading, but they are also used in thinking about anything else. There is a great deal of practical information about teaching reading skills and strategies in the content areas that can be applied to learning in general. They remind students of thinking strategies they have learned in the past and encourage them to modify the strategies to suit different tasks. Teachers as Thinkers The biggest challenge to improving students’ thinking lies within the thinking awareness of the teacher. Goodreads helps you keep track of books you want to read. Start by marking “Essential Skills And Strategies In The Helping Process” as Want to Read: Want to Read saving… Want to Read. Section One provides an overview of the essential components of the counseling process; Section Two outlines some basic counseling intervention strategies; and Section Three presents the author's comprehensive counseling model. ...more. Get A Copy. Amazon.