



COURSE OUTLINE

COU180 Introductory Counselling Skills

Course Coordinator: Andrea Snow (asnow@usc.edu.au) **School:** School of Law and Society

2021 | Semester 1

USC Sunshine Coast
USC Moreton Bay
USC Fraser Coast

ON CAMPUS

Most of your course is on campus but you may be able to do some components of this course online.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course introduces you to the skills and process of Person Centred counselling. It concentrates on the theory and practice of developing a therapeutic relationship from a humanistic perspective using micro-skills. It considers issues impacting on engagement, such as diversity, and differing types of client motivation. Framed in counselling, the skills taught relate to relationship building and communication in many interpersonal contexts outside formal counselling relationships.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Lecture – Live online lecture for timetabling	1hr	Week 1	13 times
Tutorial/Workshop – On campus seminar - 2 hours	2hrs	Week 1	13 times

1.3. Course Topics

The Counselling Relationship
Joining & Listening
Reflection of Content & Feeling
Use of Questions
Promoting Change
Use of Influencing Skills
Professional Issues

2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Demonstrate skill and growth in self-reflection and self-awareness.	Creative and critical thinker
2	Apply counselling micro-skills and demonstrate an introductory level of ethical practice in the counselling context.	Knowledgeable
3	Describe and evaluate counselling micro-skills and application of ethical practice in the counselling context.	Knowledgeable
4	Identify basic theoretical frameworks in the counselling context.	Knowledgeable

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Not applicable

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

SCS180

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Timely and detailed feedback is provided for each assessment. Feedback is provided both within text and general comments to build scholarly skills. Students are able to seek feedback through face-to-face discussion with the course coordinator. Tutorials will include extended discussion and review of the assessment task requirements and scope.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Activity Participation	Individual	35%	1500 words	Week 8	Online Assignment Submission with plagiarism check
All	2	Activity Participation	Individual	35%	15 minutes	Week 12	Online Assignment Submission
All	3	Activity Participation	Individual	30%	60 questions	Exam Period	Online Test (Quiz)

All - Assessment Task 1: Critique of Skills Demonstration

GOAL:	You will critically evaluate a recorded counselling session and reflect on the use of counselling micro-skills and ethical practice learnt in your in-class skills practice.	
PRODUCT:	Activity Participation	
FORMAT:	1,500 word written critique of the micro-skills demonstration, linking observations of the use of skills, and their outcomes, to the principles of person centred counselling. Formal essay style required including an introduction and conclusion. Appropriate attribution to reference sources remains essential to avoid plagiarism.	
CRITERIA:	No.	Learning Outcome assessed
	1	Demonstration of skills and growth in self-reflection.
	2	Demonstration of skills and growth in self-awareness.
	3	Description and Evaluation of counselling micro-skills.
	4	Application of ethical practice in the counselling context.
	5	Accuracy of grammar, punctuation, spelling, referencing and word limit.

All - Assessment Task 2: Skills Recording

GOAL:	You will apply appropriate counselling micro-skills aimed at establishing, maintaining and sustaining a successful therapeutic relationship.	
PRODUCT:	Activity Participation	
FORMAT:	You will conduct a recorded 15 minute unscripted recorded skills session with a peer, demonstrating the Microskills and Ethical considerations learnt in class.	
CRITERIA:	No.	Learning Outcome assessed
	1	Application of counselling micro-skills.
	2	Demonstration of ethical practice in the counselling context.
	3	Demonstration of skills and growth in self-reflection and self-awareness.

All - Assessment Task 3: Online Test

GOAL:	You will demonstrate understanding of basic counselling theoretical frameworks and related skills, as presented during weeks 1 to 13	
PRODUCT:	Activity Participation	
FORMAT:	Online test - 60 questions	
CRITERIA:	No.	Learning Outcome assessed
	1	Identification of basic theoretical frameworks in the counselling context.
	2	Assessment criteria are mapped to the course learning outcomes. 1 2 3 4

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Week 1	Introduction
Week 2	The Counselling Relationship
Week 3	Joining & Listening
Week 4	Reflection of Content
Week 5	Reflection of Feeling
Week 6	Use of Questions
Week 7	Putting it all Together
Week 8	Ethics
Week 9	Self-care for Counsellors
Week 10	Promoting Change
Week 11	Use of Influencing Skills
Week 12	Professional Issues
Week 13	Four Forces of Counselling

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	PUBLISHER
Required	David Geldard, Kathryn Geldard, Rebecca Yin Foo	2017	Basic Personal Counselling: A Training Manual for Counsellors	Cengage AU

8.2. Specific requirements

Nil

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2. Assessment: Additional Requirements

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.8. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au