

**HUSV 205 Counseling Special Populations
IDEAL PROGRAM
COURSE SYLLABUS**

Dear Student,

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in our classes build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, **it is recommended that you drop the course.**

Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of "B" in the course, the final grade would be a "C"). If a student misses two or more classes a grade of F will be entered as their final grade.

Cheating and Plagiarism

It is the student's responsibility to become familiar with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB <http://www.bridgeport.edu/pages/2623.asp> or the appropriate graduate program handbook

E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. **The University can no longer correspond to your personal e-mail account(s).**

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

Counseling Special Populations: HUSV 205
Professor: MaryAnn Gardner, MS. M.Ed. - BCP
Email: mgardner@bridgeport.edu
8/27/13 – 9/24/13
Tuesday's 6:00 – 10:00 p.m.
Fall Session RB,
Campus Location: Stamford; Riverbend
Classroom: TBA

Course Description: Counseling Methods for Specialized Populations

Students study through biographies specialized populations (i.e. those with mental and physical disabilities, drug and alcohol users, and emotionally, physically, and sexually abused) while becoming familiar with the various counseling approaches useful in effecting changes in these individuals.

Prerequisite Course: HUSV 201 or 203

Course Code: HS, PSY-PE, HSM, DM-HPR

Required Textbook: "Introduction to Therapeutic Counseling, Voices from the Field" by Kottler, Jeffrey ISBN 978-0840033239
7th ed Wadsworth/Thomson Publishers

To order textbooks, go to the bookstore website at: <http://www.bridgeportbookstore.com>
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Learning Outcomes:

Upon completion of this course the student should be able to:

Exhibit an understanding of the history and different theories associated with counseling practices.

Identify a sound understanding of different specialized populations and the commonly used approaches to practice, associated to the different groups.

Understand and identify the different approaches to counseling.

Present an awareness of the various counseling practice techniques.

Student will become empowered to make informed choices using your new skills that will meet both your personal and career goals

Instructor & contact information

Prof. MaryAnn Gardner
mgardner@bridgeport.edu

Welcome to HUSV 205 Counseling Special Populations

Should you have any questions or comments, please email me or ask me in class. I look forward to getting to know you and helping you to meet your goals for this course!

Wishing you much success in gaining meaningful learning's and insights during our next 5 weeks together!

MaryAnn Gardner, MS. M.Ed. HS- BCP

***I reserve the right to make modifications to the syllabus and assignments should the need to arise.**

Grading Criteria:

Tuesdays - Due Dates	Assignment	Points
Week 1 8/27/13	Discussion Questions	10
Week 2 9/3/13		20
Week 3 9/10/13		10
Week 4 9/17/13		10
Week 5 9/24/13	Final Project	30
Class Participation/Presentation and Attendance	Students are expected to present all projects and discussion questions in class. Engage in class activities and class discussion. Show up on time and attend every session.	20
Total Points		100

Letter Grading Scale:

% of Points Earned	Letter Grade	% of Points Earned	Letter Grade
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

Description of Weekly Sessions: - All Assignments must be typed using APA format

Tuesdays - Dates	Topic	Assignments
<p>Week 1 8/27/13</p>	<p>Required Reading : Read Chapters 1, 2 & 3 Answer the discussion questions in complete question and answer format.</p>	<p>This is DUE the first week in class! Discussion questions:</p> <ol style="list-style-type: none"> 1. Why do you think that people choose the helping professions? Do you agree with the reasons presented in the text? Why do you think you decided to enter the counseling field? 2. Imagine that you are counseling a child in the third grade who wants to know what you, and counselors in general, do. What would you say to provide a simple, yet comprehensive response that a third grader will understand? Discuss the personal qualities that contribute to the development of a “therapeutic-self.” What do you consider to be your own strong suits and personal qualities that equip you to counsel effectively? 4. List some of the fears and apprehensions about training to be a counselor. Describe some of your self –doubts. If you were going to do a study that is driven by a strong personal motive of yours or that is related to an ongoing issue in your life, what would you choose to look at How would you carry out the study? 5. In which of the job settings described in the chapter 3 would you feel most satisfied and comfortable? Why? Which would be most difficult for you personally? Again, why?
<p>Week 2 9/3/13</p>	<p>Read Chapters 4, 5, & 6</p>	<p>Mini Project Outline the basic processes of Beck’s Cognitive Behavior Therapy. Apply them to a problem you or someone you know have experienced in your life. How might this process help you or the person you know? Prepare a PowerPoint</p>

HUSV 205 Counseling Special Populations 8/27/13- 9/24/13
MaryAnn Gardner, MS. M.Ed. BCP

		presentation or a flip chart.
Week 3 9/10/13	Read Chapters 7,8 & 9	<p>1. Discuss some of the reasons why testing and assessment are useful for counselors.</p> <p>2. What is the definition of a non-standardized test? Give examples of non-standardized tests and explain why counselors might want to use such procedures.</p> <p>3. What are the major differences between encounter groups, psych educational groups, counseling groups, therapy groups, and support/self-help groups?</p>
Week 4 9/17/13	Read Chapters 10,11& 12	<p>1. Based on your own personal biases and experiences, what challenges might you face when counseling couples or families? What do you perceive to be your strengths if you were to work with families and couples?</p> <p>2. How do you think your own personal experiences will influence your career counseling? Explain, giving details and examples.</p> <p>3. From your understanding of the text, discuss the factors that can lead to alcohol or drug abuse. How can counselors work to improve our “society of addiction”?</p>
Week 5 9/24/13	Read Chapters 13,14,& 15 Final Project	<p>Final Project – Which theory of counseling do you like best? Discuss how you could use this theory in your work and life. Present a case example of this theory in action. Use PowerPoint slides or flip chat to present your theory and case study.</p>

ACADEMIC POLICIES

Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should advise the instructor. Arrangements should be made at that time for additional assignments if appropriate. It is also expected that students arrive on time and not leave until the

class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:

- **Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of “B” in the course, the final grade would be a “C”).**
- **Missing two or more class sessions will be cause for a failing grade.**

Incomplete grade

An incomplete may be given, at the discretion of the instructor, to those students who fail to complete assignments due the last day of your course. These would include absence from a final examination or inability to complete terminal assignments (papers, presentations) due to illness, employment conflicts, etc.

Incompletes will not be given to a student who fails to complete any assignment during the term. At the discretion of the instructor, these assignments could be completed no later than the last scheduled day of your class.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

<http://www.bridgeport.edu/pages/2595.asp>

Starting Fall 2012

- Add and/or Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start of classes.....100% Tuition Refund
- Drop prior to the second class session.....75% Tuition Refund
- Drop prior to the third class session.....50% Tuition Refund
- Drop after the third class session.....0% Tuition Refund

****Please note students will not be automatically dropped for missing the first class. Missing one class session will drop the final grade by one letter grade. If you have to miss the first class, or the first week of class for online classes, *you must contact your instructor* in writing before or after the first class/first week. However, a grade reduction will apply.**

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: <http://www.bridgeport.edu/pages/2595.asp>

Cell Phones

Cell phones must be turned off while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has co-workers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx> The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290.

Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNNet account.

Obtaining a UBNNet Account

Every registered student should obtain a UBNNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on “New UBNNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNNet username and password. To access WebAdvisor, go to: <http://www.bridgeport.edu/webadvisor>

1. Login in with your UBNNet username and password.
2. Click on “Student Menu.”
3. Click on “My Grades.”

If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

You can access the library through the library’s website: <http://www.bridgeport.edu/library>. Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

To access the online journals for research purposes, you will need a UBNNet account (see above).

Using Computers

Open access computer labs are available at three campuses:

- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

Course Cancellations/ Weather Policy

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to

day and time availability. Course cancellations are also announced on television and radio stations.

Please note each campus makes weather cancellations independently. You should always check with the specific campus staff. It is best to call the campus emergency phone.

Bridgeport – 203-576-4159

Waterbury - 203-573-8501

Stamford – 203-358-0700

IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.edu
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	idealinfo@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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**To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416.
Federal Student Aid Information: 1-800-433-3243**