



ARGOSY UNIVERSITY.

San Francisco Bay Area

COURSE SYLLABUS

PC 6011a

Professionalization Group II

Fall 2011

Program:	M.A. - Counseling Psychology
Faculty Name:	Ian J Wallace, PhD
Contact Information:	iwallace@argosy.edu; 510-217-4746 (email preferred)
Format:	On Campus
Class day/time:	9/6/2011 – 12/17/2011 online only
Office Hours:	By appointment

Course description: ProGroup II is required of all graduating students. It is facilitated by a faculty member and meets weekly online. This course will be offered each semester throughout the final academic year. Students discuss topics of importance to the development of a professional identity in marriage and family therapy. Discussion topics may include: resources for direction in the field, managing supervision and seeking consultation, introduction to continuing education, starting a private practice, student loan debt repayment, self-care and preventing professional burnout, engaging in personal therapy, building professional relationships and networking, ethical concerns regarding social networking sites and professional conduct, and other special interests of students and the faculty member.

Course Pre-requisites: 3.0 GPA or above in all 1st year MACP courses

Required Texts:

All required materials are provided in the online course.

Course length: 15 Weeks **Contact Hours:** 15 Hours **Credit Value:** 1.0

Final Date to Drop the Class:

- In order to receive a refund of 100%, students must officially drop a course through Student Services by **September 16, 2011**, the final day of the add/drop period.
- After the add/drop period, to receive a grade of “W” (Withdrawal) you must officially drop this class by **November 14, 2011**. You may not withdraw from the course after this date. If you choose to discontinue coursework after the final drop date, you may receive grade of “F” for the course.

Course Objectives:

- 1) Introduction to the California licensing process.
- 2) Preparing for comprehensive and licensing exams:
 - a. Study materials
 - b. Test taking skills
 - c. Managing test anxiety
- 3) Awareness of role expectations and norms associated with being a mental health professional
- 4) Increase self-awareness of professional goals and identity
 - a. Identifying current strengths and skills
 - b. Benefits of developing a specialization
 - c. Self-care/Avoiding professional burn out

Assessment

Participation (15 Points/week; 300 Points Total - 80%)

- Definition: Post responses to each week’s posting by the deadline; Postings are due by Sunday at Midnight for each module.

Interview Paper (75 Points - 20%) – **Due Week 11 of Class**

- For this assignment you will interview a professional in the field and submit a report on this activity.

Interview Paper Guidelines
<p>The purpose of this paper is to allow you to interview a successful professional in the area/ specialty you would like to practice. You are free to choose any licensed mental health professional to interview. A few suggested questions for the interview:</p> <ul style="list-style-type: none"> • What steps did you take post-graduation to get to where you are today? • What advice do you wish you had received as you were starting out? <p>Use this opportunity to ask any questions you think might be helpful as you embark on this new phase of your career. The write-up should be a summary of the information you gained from the interview. This paper should be at least one (1) page in length, but no more than (3) pages. Use APA Style (e.g., 12 Pt Times New Roman Font, double-spaced, 1” margins, cite appropriately, cover page, headers).</p>

Grading:

Grade	Percent %	Points
A	93 – 100	346-375
A-	90 – 92	335-345
B+	87 – 89	323-334
B	83 – 86	308-322

B-	80 – 82	297-307
C+	77 – 79	286-296
C	73 – 76	271-285
C-	70 – 72	263-270
F	< 70	<262

NOTE: Grades are Credit or No Credit. No credit will result if any of the following occur:

- **Missing 2 online modules**
- **Plagiarism**
- **Grade below a B-**

Schedule:

Course Calendar	
Week 1	Course Overview/Online Introductions -Applying for Graduation
Week 2	-Introduction to Licensure Process
Week 3	-Preparing for Exams (CPCE & Licensure)
Week 4	-Managing Test Anxiety
Week 5	-Developing a Professional Identity
Week 6	-Networking & Building Professional Relationships
Week 7	-Managing Supervision & Consultation
Week 8	-Engaging in Personal Therapy
Week 9	-Ethical Issues in Social Networking
Week 10	-Appropriate Record Keeping
Week 11	-Therapist Self-Care Self – Reflection or Interview Paper Due
Week 12	-Burnout Prevention
Week 13	-Financial Considerations in the Field (e.g., Loan Repayment)
Week 14	-Nuts and Bolts of Establishing a Private Practice
Week 15	-Final Review and Wrap-up

Course Policies:

Attendance – Missing modules will result in a lowered participation score and may lead to a grade of No Credit. Missing three or more modules will result in the student receiving a grade of No Credit. A student who does not participate in the course within the first 10 days (including weekend days) of a 15-week semester, and has not submitted an official Add/Drop Form, will be dropped from the course automatically and receive a refund based on the applicable Argosy University refund policy. Online and blended courses offered at Argosy University require, at a minimum, weekly participation (not just weekly log-in) by the student unless granted a documented exception by the instructor.

Tardiness – It is extremely important that students arrive on time to class. Tardiness at the start of class, as well as after breaks will result in subtracting points from your participation grade.

Assignments – Any assignment turned in late will automatically be lowered one full grade for each day late. Assignments are considered late if they are turned after the start of class on the date the assignment is due. Assignments will not be accepted after the final day of the semester.

Class participation – Please read each assignment and post to the discussion board each week. I will note the thoughtfulness, relevance, and accuracy of your discussion contributions. Be aware that online discussions may at times provoke or elicit strong emotions. Therefore, please be mindful of what you choose to share and also be sensitive to the thoughts and feelings of your fellow classmates.

Professional ethics – Students are expected to conduct themselves in a professional manner. At all times, students are expected to adhere to the ethical guidelines established by the American Psychological Association. For further information, reference the academic dishonesty/plagiarism statement in Appendix A.

Appendix A

Technology

Pentium III CPU/ Windows 98; 128MB RAM, printer; Microsoft Office Acrobat (full version), Microsoft Internet Explorer 5.5 (PC) 5.0 (MAC) or Netscape Navigator 4.08. Norton Antivirus.

Communication

If you choose to use an e-mail address other than the assigned Argosy e-mail, please be advised that you do so at your own risk. **Any difficulty receiving Argosy e-mails will be your responsibility. The library staff is available to help resolve these difficulties.**

Library

All resources in Argosy University's online collection are available through the Internet. Students can access the online collection by logging into the student portal and clicking on the library link.

Resources: Argosy University's core online collection features over 48,889 full-text journals and 23,000 electronic books and other content covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog at <http://library.argosy.edu>

In addition to online resources, Argosy University's onsite collections contain a wealth of subject-specific research materials searchable in the Online Public Access Catalog. Catalog searching is easily limited to individual campus collections. Alternatively, students can search combined collections of all Argosy University Libraries.

Information Literacy: Argosy University's Information Literacy Tutorial was developed to teach students fundamental and transferable research skills. The tutorial consists of five modules where students learn to select sources appropriate for academic-level research, search periodical indexes and search engines, and evaluate and cite information. In the tutorial, students study concepts and practice them through interactions. At the conclusion of each module, they can test their comprehension and receive immediate feedback. Each module takes less than 20 minutes to complete. Please access the tutorial directly at <http://library.argosy.edu/infolit/>

Academic Policies

Academic Dishonesty/Plagiarism: In an effort to foster a spirit of honesty and integrity during the learning process, Argosy University requires that the submission of all course assignments represent the original work produced by that student. All sources must be documented through scholarly references/citations and all work must be submitted using the *Publication Manual of the American Psychological Association, 6th Edition (2009)* Washington, DC: American Psychological Association (APA) format. Students are encouraged to purchase this manual (required in some courses) and become familiar with its content as well as consult the Argosy University catalog for further information regarding academic dishonesty and plagiarism. "Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary

action up to and including dismissal from Argosy University” (2010-1011 Argosy University Academic Catalog—Graduate Programs | Volume 1, Issue 1, p. 17; Argosy University Academic Catalog, College of Psychology and Behavioral Sciences, p. 27).

Instructional Contact Hours/Credit: Students can expect 15 hours of instructional engagement for every 1 semester credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting, or in the Eclassroom.

In addition to instructional engagement, students can expect to complete 30 hours of outside work for every 1 semester credit hour of a course. Outside work includes preparing for and completing readings and assignments. Such outside work includes, but is not limited to, all research associated with completing assignments, work with others to complete a group project, participation in tutorials, labs, simulations and other electronic activities that are not a part of the instructional engagement, as well as any activities related to preparation for instructional engagement.

At least an equivalent amount of work as required in paragraph above shall be applied for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

MACP APA Style Requirements

Minimum required elements of APA style for written assignments in first year courses include the following:

- Cover page that meets APA style requirements of elements and formatting (i.e., title of paper, name, course number/course name, Argosy University, semester or term and year, running head in left header, and page number in right header)
- Body of paper with critical voice (e.g., synthesis of opinions/ comments) supported by paraphrasing of credible sources using the two styles of APA citing (out-of-text and in-text) with correct punctuation; avoid use of 1st person singular “I” (except personal reflection papers) and 2nd person singular “you;” use of third person plural “we” acceptable to reflect universal human experience
- Quoted passages to include author, year, and page number; emphasis on paraphrasing with minimal use of quotations to support critical voice. No citing secondary sources (see 6th edition APA Manual of Style p. 178 section 6.17).
- Reference page that meets APA style requirements to include appropriate sources (e.g., no Wikipedia), references that match citations (e.g., no references listed that are not also cited), and correct formatting/punctuation
- APA style formatting to include 1” margins, running head in left header, page number in right header, Times New Roman 12 point font, left justification of all passages, indentation of 5 spaces for new paragraphs, and double-spaced
- Grammatical and punctuation errors edited to address incomplete sentences, run-on sentences, awkward sentences, inconsistent verb tense, inconsistent pronoun use, redundancy of ideas/words, use of extremes or superlatives (e.g., “always,” “never,” “very,”) and conversational or idiomatic language

Scholarly writing: The faculty at Argosy University is dedicated to providing a learning environment that supports scholarly and ethical writing, free from academic dishonesty and plagiarism. This includes the proper and appropriate referencing of all sources. You may be asked to submit your course assignments through “Turnitin,”(www.turnitin.com), an online resource established to help educators develop writing/research skills and detect potential cases of academic dishonesty. Turnitin compares submitted papers to billions of pages of content and provides a comparison report to your instructor. This comparison detects papers that share common information and duplicative language.

Americans with Disabilities Act Policy

It is the policy of Argosy University to make reasonable accommodations for qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA). If a student with disabilities needs accommodations, the student must notify the Director of Student Services. Procedures for documenting student disability and the development of reasonable accommodations will be provided to the student upon request.

Students will be notified by the Director of Student Services when each request for accommodation is approved or denied in writing via a designated form. To receive accommodation in class, it is the student’s responsibility to present the form (at his or her discretion) to the instructor. In an effort to protect student privacy, the Department of Student Services will not discuss the accommodation needs of any student with instructors. Faculty may not make accommodations for individuals who have not been approved in this manner.

The Argosy University Statement Regarding Diversity

The Argosy University provides equitable access through its services and programs to students of any social, geographic and cultural background, regardless of gender, and strives to prepare all candidates to work with and provide services to diverse populations. Argosy demonstrates its commitment to diversity through the development and support of a diverse educational community.

Appendix B

Program Outcomes for the Master's of Arts in Counseling Psychology

1. Professional Practice

Competency 1a: Assessment and Skills

- Formulate assessments of psychological functioning and apply therapeutic intervention strategies when working with individuals, couples, families, and groups, toward the development of optimal mental health.

Competency 1b: Theory

- Interpret and apply psychological and developmental theories to therapeutic intervention strategies.

Competency 1c: Writing

- Employ media and technology when presenting counseling information orally and in writing, so that the presentation is concise, organized, well supported, professional, and appropriate to the audience.

2. Research

- Analyze research, and translate research findings for improvement of counseling services using statistics and program evaluation methods.

3. Interpersonal Effectiveness and Professional Development

- Students will develop positive relationship skills that promote personal and professional development via effective communication, encouragement, empathy, respect for others, self-awareness, and other-awareness.
 - Apply active listening communication skills in interpersonal scenarios to establish empathetic relationships.
 - Analyze the importance of effective nonverbal communication skills in interpersonal relationships.
 - Solicit and utilize feedback to build and maintain interpersonal relationships.

4. Ethics

- Using the American Counseling Association's Standards of Practice /or the American Psychological Association's Ethical Code, as well as, and local state law as it applies to the behavior of mental health professionals, identify ethical dilemmas and apply ethical decision-making strategies while engaging in professional activities.

5. Diversity

Competency 5a: Multicultural Skills

- Provide assessment, counseling, and consultation services in work with clients by applying psychological and multicultural theories and research to diverse populations, and modifying interventions as needed to work effectively with diverse clients.

Competency 5b: Multicultural Awareness

- Examine personal values and biases, reflect on beliefs, and understand how they impact Page 9 work with clients and interpersonal relationships with other students and faculty.

Competency 5c: Multicultural Knowledge

- Identify and assess the complexity and multidimensionality of cultural/diversity theories and issues in the field of counseling psychology while working with clients and interpersonal relationships with other students and faculty.

Appendix C

MACP APA Style Requirements

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- Body of paper with critical voice (e.g., synthesis of opinions/ comments) supported by paraphrasing of credible sources using the two styles of APA citing (out-of-text and in-text) with correct punctuation; avoid use of 1st person singular “I” (except personal reflection papers) and 2nd person singular “you;” use of third person plural “we” acceptable to reflect universal human experience
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- Grammatical and punctuation errors edited to address incomplete sentences, run-on sentences, awkward sentences, inconsistent verb tense, inconsistent pronoun use, redundancy of ideas/words, use of extremes or superlatives (e.g., “always,” “never,” “very,”) and conversational or idiomatic language