

*“The mission of Tyndale Seminary is to provide Christ-centred graduate theological education for leaders in the church and society whose lives are marked by intellectual maturity, spiritual vigour and moral integrity, and whose witness will faithfully engage culture with the Gospel.”*

<b>Course</b>	<b>PRE-INTERNSHIP COUNSELLING SKILLS LAB I</b> COUN 0601 1S
<b>Date, Time, and Delivery Format</b>	SEPTEMBER 11 – DECEMBER 4, 2024 WEDNESDAYS 11:15 AM – 2:05 PM SYNCHRONOUS ONLINE
<b>Instructor</b>	<b>DR. AVA KATE OLESON</b> Email: <a href="mailto:aoleson@tyndale.ca">aoleson@tyndale.ca</a>
<b>Class Information</b>	The classes will be livestreamed on Wednesdays 11:15 AM – 2:05 PM. Students may participate in live-streamed office hours following class, or at a separate time by appointment.
<b>Course Material</b>	Access course material at <a href="https://classes.tyndale.ca">classes.tyndale.ca</a> or other services at <a href="#">Tyndale One</a> . Course emails will be sent to your @MyTyndale.ca e-mail account only.

## I. COURSE DESCRIPTION

An on-site weekly three-hour training intensive focusing on the learning and development of counselling skills through lecture, video, and role-playing experiences.

*Prerequisites: COUN 0574 and COUN 0677. Prerequisite (Clinical Track only): COUN 0674. Pre- or Corequisite (Clinical Track only): COUN 0772. COUN majors only or with permission of Counselling Department.*

Students must take Skills Lab I and II consecutively in the same academic year. Please be aware that one pre-internship seminar is required in each semester of the Labs (1/2 day on a Friday and 1 day on Saturday). These seminars are \$100.00 each and cover CRPO requirements for interns and application details for RP Qualifying. Attendance is mandatory. *The link to register for these seminars is provided on the course page.*

## SAVE THE DATES:

### Fall 2024 Skills Lab I Seminar:

- Friday, November 1, 2024, from 9:00AM to 12:00PM
- Saturday, November 2, 2024, from 9:00AM to 4:00PM

### Winter 2025 Skills Lab II Seminar:

- Friday, January 24, 2025, from 9:00AM to 12:00PM
- Saturday, January 25, 2025, from 9:00AM to 4:00PM

## II. LEARNING OUTCOMES

At the end of the course, students will be able to:

- Demonstrate competence in using 24 micro-skills related to the counselling process.
- Demonstrate skill in integrating the micro-skills into the counselling process.
- Demonstrate beginning competence in effective and appropriate use of self in the therapist role.
- Demonstrate beginning competence with common counselling issues.
- Demonstrate beginning competence in integrating counselling skills with therapeutic orientations.
- Demonstrate ability to manage an intake counselling session by identifying client concerns, exploring client context, applying an appropriate therapeutic orientation to the client situation and mutually setting goals with the client for future work.
- Demonstrate in the second semester beginning competence in applying appropriate and effective interventions from a selected therapy model to move the client toward goals.

## III. COURSE REQUIREMENTS

### A. REQUIRED READING

Ivey, A. and Ivey, M, Zalaquett, C. (2018). *Intentional interviewing and counselling: Facilitating client development in a multicultural society* (9th ed.). Pacific Grove, CA: Brooks/Cole. ISBN- 978-1-305-86578-5

Calhoun, A., Calhoun, D., Loughrige, C., & Loughrige, S. (2019). [\*Spiritual Rhythms for the Enneagram: A Handbook for Harmony and Transformation\*](#). Lisle, IL: IVP. ISBN: 978-0830836000

## **B. REQUIRED ASSESSMENT TOOLS**

1. The Myers-Briggs Type Indicator – available on-line. Detailed instructions for purchasing the instrument and completing this assignment are posted on the course page. To be turned in on the course page at [classes.tyndale.ca](https://classes.tyndale.ca). **Due: September 18.**
2. Enneagram Personality Style Scale: Purchase and complete the on-line WEPSS (Wagner Enneagram Personality Style Scale) inventory. Detailed instructions for purchasing the instrument and completing this assignment are posted on the course page. Assignment should be turned in through the course page on [classes.tyndale.ca](https://classes.tyndale.ca). **Due: September 25.**

## **C. INTERACTIVE LIVESTREAM AND/OR BLENDED COURSE REQUIREMENTS**

- Livestream attendance for the entire duration of the class at announced times
- Headphones (preferred), built-in microphone, and web-camera
- Well-lit and quiet room
- Stable high-speed internet connection, preferably using an Ethernet cable over Wi-Fi
- Full name displayed on Zoom and Microsoft Teams for attendance purposes\*
- A commitment to having the camera on to foster community building\*

\*exceptions with permission from professor

## **D. GUIDELINES FOR INTERACTIONS**

Tyndale University prides itself in being a trans-denominational community. We anticipate our students to have varied viewpoints which will enrich the discussions in our learning community. Therefore, we ask our students to be charitable and respectful in their interactions with each other, and to remain focused on the topic of discussion, out of respect to others who have committed to being a part of this learning community. Please refer to “Guidelines for Interactions” on your course resource page at [classes.tyndale.ca](https://classes.tyndale.ca).

## **E. ASSIGNMENTS AND GRADING**

### **1. Weekly Homework: 0% of final grade**

Homework is assigned weekly to aid students in preparing for class participation and skill acquisition. Students are not required to turn in these assignments.

### **2. Assessment Instruments (Detailed instructions are provided on the course page.)**

- a) MBTI Self-Assessment assignment - Due September 18
- b) Enneagram Self-Assessment assignment - Due September 25.

**3. Notebook: Personal Reflection Notebook. Template (fillable) and instructions for this assignment are posted on the course page. Due October 9.**

Note: To be turned in on class page at [classes.tyndale.ca](https://classes.tyndale.ca). 0% of final grade.

**4. First Demonstration of Skills Recording, Transcript and Paper: Due November 6; 35% of final grade.**

**Note:** The transcript and paper and the link to the recording should be turned in on the class page on [classes.tyndale.ca](https://classes.tyndale.ca).

At a midpoint in the semester, the student will record a 10-to-12-minute interview using a fellow student as “client” and provide a recording and a verbatim transcript of this interview. The student will also write a 3-to-4-page paper evaluating the interview and identifying areas for improvement. This assignment is meant to provide feedback at mid-semester to the student regarding skill mastery in this class. Grade will be based on the following:

- Clarity, smoothness, and professionalism of language which includes effective transitions and explanations.
- Appropriate use of micro-skills in the interview process
- Sense of direction resulting in the setting of appropriate goals
- Appropriate expression of empathy, positive regard, and warmth which includes absence of obvious bias, judgments, and leading questions.

**5. Final Demonstration of Skills Recording, Transcript, Rewritten Transcript, and Self-reflection Paper: Due December. 11; 55% of final grade.**

The two transcripts, paper, and link to recording should be submitted on the class page on [classes.tyndale.ca](https://classes.tyndale.ca). The student will be expected to:

- a) Record a 12-minute interview with a “client” (a fellow classmate in role-play);
- b) Produce a recording and verbatim written transcript of the interview.
- c) Analyze the interview for effective use of various skills.
- d) Rewrite the interview, replacing poor usage of the skills with appropriate usage.
- e) The student is then to write a 2-to-3-page reflection paper on the development and progress made this semester on use of counselling skills.

Scoring of transcripts will be related to the student’s ability over 4 areas:

1. Clarity, smoothness, and professionalism of language which includes effective transitions and explanations.
2. Appropriate use of micro-skills in the interview process
3. Sense of direction resulting in the setting of appropriate goals
4. Appropriate expression of empathy, positive regard, and warmth which includes absence of obvious bias, judgments, and leading questions.

## 6. Small Group Work: 10% of final grade

*[Small group participation will be done via Zoom with invitations coming biweekly from the TA's]*

- Small group role-plays with students working as therapists and client are evaluated weekly.
- Each student is expected to practice the roles of counsellor and client in the small group practice sessions to ensure skill acquisition and development.
- The student is responsible for reviewing the recording at home.
- Care for confidentiality must be taken of any sensitive materials on these recordings.
- Each week the student will also observe other students practicing skills and will give feedback.
- This feedback may be added to other “self-awareness” information accumulated by each student throughout the year and can be used to prepare the “*final reflection paper*”.
- TA's supervising these small groups will record a weekly rating (1-10) for each student that will be averaged at the end of the semester to give each student points for the quality of their small group work.

## 7. Required Seminars at Wellness Centre

As noted earlier in the syllabus, The Wellness Centre has set **November 1 from 9 to 12 pm and November 2 from 9 to 4pm** for the “Fall” Seminar. The cost is \$100 and the seminar is required. The seminars are part of what the CRPO expects and important for successful internships as well as for registration for the CRPO. The link to register for these seminars is provided on the course page.

## F. EQUITY OF ACCESS

Students with permanent or temporary disabilities who need academic accommodations must [contact](#) the [Accessibility Services](#) at the [Centre for Academic Excellence](#) to [register](#) and discuss their specific needs. *New students* must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services. *Current students* must renew their plans as early as possible to have active accommodations in place.

## G. SUMMARY OF ASSIGNMENTS AND GRADING

Evaluation is based upon the completion of the following assignments:

First Demonstration of skills, recording, transcript	35%
Final Demonstration of skills recording, transcript, etc.	55%
Weekly Small Group Work	10%
Total	100%

## H. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

1. **The reflection papers** should demonstrate the student's ability to process his/her internal responses personally and professionally. The ability to reflect upon and process feelings and thoughts is an important skill in counselling work.
2. **Title page and documentation:** The title page should include the name of the course, name of the instructor, title of the paper/assignment, student's name, and the date due. Students are expected to demonstrate use of materials other than their own. Tyndale does not tolerate plagiarism in any form. Any sources used in the paper should be properly documented using the format provided by the Publication Manual of the American Psychological Association.
3. **Papers** must be typed, double spaced, Times New Roman 12 pt. font, and written using inclusive language. Students are required to retain a copy of all assignments in hard copy or electronic form. Graduate level spelling, grammar and style are expected, and grades will be lowered if written expression is poor.
4. Tyndale Seminary's **policy on late assignments** will be followed. For each week late, the grade will be reduced by 1 letter grade. Extensions will be considered if the circumstances are extreme. No final assignments or examinations will be accepted later than 5:00 PM on December 13.

### Academic Integrity

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity, and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; improper or unacknowledged collaboration with other students, and plagiarism (including improper use of artificial intelligence programs). Tyndale University takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty. Please refer to the [Academic Integrity website](#) for further details.

Students are encouraged to consult [Writing Services](#). Citation and other [tip sheets](#).

Students should also consult the current [Academic Calendar](#) for academic policies on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System.

### Research Ethics

All course-based assignments involving human participants requires ethical review and may require approval by the [Tyndale Research Ethics Board \(REB\)](#). Check with the Seminary Dean’s Office ([aa@tyndale.ca](mailto:aa@tyndale.ca)) before proceeding.

## I. COURSE EVALUATION

Tyndale Seminary values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that Tyndale Seminary works towards maintaining and improving the quality of courses and the student’s learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.

Before the end of the course, students will receive a MyTyndale email with a link to the online course evaluation. The link can also be found in the left column on the course page. The evaluation period is 2 weeks; after the evaluation period has ended, it cannot be reopened.

Course Evaluation results will not be disclosed to the instructor before final grades in the course have been submitted and processed. Student names will be kept confidential and the instructor will only see the aggregated results of the class.

## IV. COURSE SCHEDULE, CONTENT AND REQUIRED READINGS

SESSIONS	ASSIGNMENTS
<p><b>Session 1: September 11</b></p> <p>Introduction to course            Enneagram/MBTI/Self Reflection Notebook            Intentional Interviewing and counselling            Use of self in counselling</p>	<p>Read: Ivey Chapters 1 &amp; 2            Giving feedback to self and others (class page)            Eight Reasons to celebrate mistakes (class page)            Reminder: Enneagram &amp; MBTI Assessment &amp; instructions (class page)</p>
<p><b>Session 2: September 18</b></p> <p>Record 10-minute interview            Attending behaviour</p>	<p>Recording device            Read: Ivey, Chapter 3            Practice Exercises: p 77-78 3.1 and 3.2  <b>Due: MBTI Assignment</b></p>
<p><b>Session 3: September 25</b></p> <p>Enneagram: Discuss results.            Encouragers, Paraphrasing, Summarizing</p>	<p>Read: Ivey, Chapter 6            Practice exercises, p149-150: 6.1 &amp; 6.2            Be prepared to report and discuss Enneagram results  <b>Due: Enneagram Assignment</b></p>

<b>Session 4: October 2</b>	
Questions Transitions	Read Ivey, Chapter 5 Practice exercises, p126-127: 5.1 – 5.3
<b>Session 5: October 9</b>	
The Interview process Observation skills Goal setting	Read: Ivey Chapter 4 Practice Exercises p.102 – 103, 4.2 & 4.3 <b>Due: Notebook - Self-Assessment and Self Reflection Notebook</b> DCT due next week
<b>Session 6: October 16</b>	
Emotions Reflection of feelings DCT (brief assessment – not turned in) Depression/Suicidal ideation	Read: Ivey Chapter 7 Download <i>Feelings</i> worksheet on class page Practice exercises p173, 7.1 – 7.3 <b>Due: DCT taken and scored:</b> Be prepared to briefly discuss DCT results
<b>Reading Days October 22-25</b>	<b>NO CLASS</b>
<b>Session 7: October 30</b>	
<b>Integrating listening skills</b> <b>Record for first Transcript</b>	Read: Ivey, Chapter 8 Download and peruse: Instructions for Apple Users, YouTube Instructions, Instructions for 1 <sup>st</sup> Transcript, and Partners for 1 <sup>st</sup> graded transcript.
<b>Session 8: November 6</b>	
Goal Setting Empathy	Reread: Ivey, Chapter 3, pp 66-77 Practice exercises: pp 81-82 (all) <b>Due: First Transcript and Paper</b>
<b>Session 9: November 13</b>	
Confrontation	Read: Ivey Chapter 10 Practice exercises pp 248-250, 10.1 – 10.4.
<b>Session 10: November 20</b>	
Reflection of meaning	Read: Ivey, Chapter 11 Practice exercises pp 276-277: 11.1 – 11.3
<b>Session 11: November 27</b>	
Focusing the interview	Read: Ivey Chapter 9 Practice exercises p 223, 9.1
<b>Session 12: December 4</b>	
<b>RECORD for Final</b>	Download and peruse Instructions for final paper and partners for final exam
<b>Finals Week</b>	<b>DUE: Final transcript, rewrite and paper. December 11 at 11:59 pm</b>

## V. SELECTED BIBLIOGRAPHY

([Tyndale Library](#) supports this course with [e-journals](#), [e-books](#), and the [mail delivery of books](#) and circulating materials. See the [Library FAQ page](#).)