



**Human Service Technology Program  
Coleman College for Health Sciences**

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## **DAAC 2354- Dynamics of Group Counseling Syllabus**

**Semester and Course Reference Number (CRN):** Fall 2016: CRN: 16435

**Course Location/Times** Coleman Campus – Room TBA | 12:00 - 3:00 pm | Thursday

**Course Semester Credit Hours (SCH) (lecture, lab)** Credit Hours – 3.00

**Total Course Contact Hours:** 48 hours per semester.

**Course Length (number of weeks):** Sixteen (16) Weeks.

### **Professor Information**

My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential. The first messages I read are those sent through the course's email. Please do not send emails directly to my HCC address.

#### **My contact information**

Dr. Rick Parrott, 713-718-5533, 1900 Pressler Dr. Houston, TX. 77030;  
[rick.parrott@hccs.edu](mailto:rick.parrott@hccs.edu)

#### **Office Location and Hours**

Monday-Wednesday: 2:00-5:00pm. Though these are my posted office hours, students are welcome to drop-by on an as needed basis and/or schedule a private appointment.

#### **My Teaching Philosophy**

I am pleased that you are in my class. Although you may look at this class as a stepping-stone to furthering your education, I hope you recognize as the class proceeds you will be learning important lifelong skills that will help you in other classes, your career, and your personal life.

I base my teaching principles on the theories of a learning-centered class consisting of the following basic principles:

- Promoting student-faculty interaction and involvement
- Encouraging cooperation among students
- Inspiring active learning and critical thinking
- Giving prompt feedback
- Emphasizing professionalism and appropriate time management
- Respecting diverse talents and learning styles

I encourage you to read this Syllabus and become familiar with all sections. The syllabus describes and outlines the structure of the course, your obligations, explanations of how you will be evaluated and critical logistic and procedural information about this course.

### **Type of Instruction**

Hybrid and Lecture.

### **Course Description**

Exploration of group counseling skills, techniques, and stages of group development.

### **Prerequisites**

Recommended: DAAC 1417

### **Course Description**

Exploration of group counseling skills, techniques, and stages of group development.

### **Course Student Learning Outcomes (SLO.)**

1. Identify issues of confidentiality and ethics and their application to the group process.
2. Describe the basic stages of the group process.
3. Define and use terminology related to the group process.
4. Describe group leadership styles.
5. Demonstrate group management skills.

### **Learning Objectives (Numbering system should be linked to SLO.)**

1. Familiarize with the Group Counseling Code of Ethics.
2. Develop intervention skills in-group process.

3. Utilize the Motivational Interviewing Approach techniques in assessing and intervening in a group setting.
4. Demonstrate understanding of group culture.
5. Facilitate group change process.

### **Instructional Methods**

Web enhanced. Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, role play practical experience, live supervision, & observations.

## **INSTRUCTIONAL MATERIALS**

### **Required Textbook**

Jacobs, E, et al (2016). Group Counseling: Strategies and Skills, 8th Edition. E. Jacobs; Christine J. Schimmel; Robert L. Masson; Riley L. Harvill.

### **Resource**

Substance Abuse Treatment; Group Therapy: TIP 41, U.S. Dept. of Health & Humans Services, [www.samhsa.gov](http://www.samhsa.gov), 2004, 1-800-729-6686. This manual is FREE at: [www.samhsa.gov](http://www.samhsa.gov).

## **CLASS TIME SCHEDULE**

**16 Week Calendar:** Please refer to the Eagle Online's class calendar.

### Class Time Schedule:

6:00pm - 6:50pm Lecture

6:50pm - 7:00pm Break

7:00pm - 7:50pm Role Play

7:50pm - 8:00pm Break

8:00pm - 8:50pm Group Session

## **PROFESSOR'S GRADING CRITERIA**

Exams.....	10%
Attendance .....	7%
One Research Paper.....	30%
One Group Presentation.....	25%
Group Participation/Observation (Pass/Fail).....	13%
Weekly Assignments (Pass/Fail) .....	15%

## **Student Assignments**

Some assignments will be graded on a pass/fail basis and others will be graded in the typical point fashion. Pass/Fail will be converted numerically: passing = 100 and Failing = 0. Passing is meeting all the criteria (rubrics) 100%. No partial credit is given.

## **Class Participation**

Participation is measured in two ways: (1) Group counseling - students who volunteer to participate in an authentic group counseling process. (2) Group observer- the observer's role is to identify the group's dynamics using the Observation Form. For this assignment, grading will be on a Pass/Fail basis – Participants will receive a pass for each session attended and Observers will be graded based on writing criteria.

## **Confidentiality**

In order to have a safe group experience as well as to learn how to practice the legally binding rule held by the mental health profession on confidentiality, all group members and observers are not to discuss either verbally or digitally what group members have shared in sessions to any person who is not in this class.

Maintaining confidentiality is not only a professional responsibility but also an expectation of this class. If a student feels there has been a breach of confidentiality, he/she is to report this to Dr. Parrott who in turn will investigate and conclude the results. Those who are found guilty can be administratively dropped from this course. If the breach is after the drop date, then the student can receive an F for the course and asked not to return to this class. A note will be posted in the student's Department record.

## **Psychoeducational Presentation**

This presentation may consist of 3-6 students presenting, with a 1¾ -hour maximum, on a topic of their choice. The format and grading criteria is found in the folder with its name under "Your Files for This Course." This assignment is a collective project such that all members in the presentation will receive the same grade collectively. The presentation will be graded in the typical point fashion. Before your presentation, hand to Dr. Parrott one Grading Criteria sheet. This assignment will be graded in the typical point fashion.

## **Research Paper**

This research paper is formulating a group based on your distinctive members. The format and grading criteria is found in the folder with its name under “Your Files for This Course.” This assignment will be graded in the typical point fashion.

## **Weekly Assignments**

Weekly assignments are graded on a Pass/Fail basis which will be converted numerically: passing = 100 and Failing = 0. The format and grading criteria is found in the folder with its name under “Your Files for This Course.”

## **Exams**

Multiple-choice timed exams will be online through Eagle Online reflecting the required readings. Check the calendar and exam link for dates. Exams will be graded in the typical point fashion.

Exams will be available after class for 48 hours. Exams are open-book. When a student submits an exam, it is clearly acknowledging that: "The student has neither given nor received help while taking an exam, nor have witnessed anyone else do so."

## **Files**

All papers are to be submitted digitally generated as a Word Document. When submitting your paper, title your file attachment with your first and last name and the name of the assignment as in the following example: John Doe Assignment 1. Ten points will be subtracted for files labeled incorrectly and a “fail” will result for pass/fail assignments. Late papers will not be accepted. Failure to submit files on their due date will result in a score of 0. Submitting a portion of work with no effort in doing the assignment is considered a failure with 0 recorded as your grade. I recommend you have your work edited by utilizing Upswing.

## **PROFESSOR'S REQUIREMENTS**

### **Student Responsibilities**

Read, sign, and submit required forms.

Submit assignments complete, according to instruction, and on time—no late assignments are accepted.

Attend and be prepared for class by reading and completing all assigned work in advance.

Actively participate in lectures, discussions, and activities.

Provide and consider constructive evaluations and feedback.

Cooperate with, support, and be respectful of your colleagues and the professor.

Communicate with Dr. Parrott concerning any issue or difficulty, preferably before it becomes a significant problem.

Make a full effort on all assignments. I will do all I can to be fair, but you earn your grades.

### **Student Behavior/Attitude**

This will be measured by the following rubrics:

**Professional Boundaries:** Student recognizes the boundaries of her/his competencies & maintains appropriate boundaries with professors, supervisors, peers, & clients.

**Openness to Feedback:** Student responds non-defensively & alters behavior in accordance with supervisory feedback.

**Emotional Stability:** Student demonstrates emotional stability (i.e., congruence between mood & affect) & self-control (i.e., impulse control) in relationships with professor, supervisor, peers, & clients.

**Professionalism:** Student behaves in a professional manner towards professor, supervisors, peers, & clients (includes appropriates of dress & attitudes).

Students who demonstrate any one or combination of the above rubrics may not only fail this course but may not be endorsed for another practicum until such deficiencies are corrected.

The Student Classroom Behavior Measurement may be used as an early alert method to inform a student of their classroom behavior. The form can be found in the class under its name.

### **Cell Phones**

I request you be considerate of others and respond to calls/texts either during a break or until class is dismissed by putting your cell phone on silent mode. If you use your phone during class, you will be asked to leave to return when class convenes. Your attendance will be marked as an early departure.

## **HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, WITHDRAWAL DEADLINE**

### **Attendance**

As per the HCCS Student Handbook, a professor has the authority to drop a student for excessive absences after accumulating absences in excess of 12.5% of the total hours of instruction, e.g. for a 2 credit-hour class meeting 1 hour per week, a student can be dropped after 3 hours of absence.

Students who do not attend class two (2) weeks in a row or who do not submit the equivalent of two weeks' worth of gradable work can be administratively dropped from the course. Gradable is defined as the criteria stated in assignment rubrics and exams scores reflecting 60 or above. After the last day to withdraw, the student can receive an F.

Dr. Parrott will call attendance at the beginning of class. Attendance will be 7% of your grade. A tardy is defined either as arriving late after the class starting time or arriving late from a break or leaving class early. Three tardies is considered equivalent to one complete absence.

Students who stop attending class and do not officially withdraw themselves may either receive an F or a W for the course. If you have perfect attendance, you will receive 1 extra credit point.

### **Withdrawal Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law-limiting students to no more than 6 total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or academic counselor to learn about what, if any, HCCS interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, contact a counselor prior to withdrawing (dropping) the class before the withdrawal deadline to receive a "W" on your transcript. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. The last day to officially withdraw is 30 October 2015 at 4:30pm.

**It is Dr. Parrott's discretion to administratively withdraw a student from the course if the student fails to submit two (2) weeks' worth of gradable work, i.e. assignments, exams etc. or misses more than 2 hours of class instruction. Gradable is measured by the grading criteria explained in the assignments, exams, etc. If this occurs after the last day to withdraw, the student will receive an F.**

### **Repeating a Course**

Students are not permitted to submit work from previous semesters. A student who is repeating this course and submits reduplicated work will either receive a 0 for that assignment or an F for the course for academic dishonesty or can be administratively withdrawn. An investigation by Dr. Parrott will determine the consequence.

### **Technical Difficulties**

No accommodations will be granted because of technical difficulties unless the difficulty was a glitch in the college's system. I recommend you use the HCCS' computer lab because they are stable with available staff and software. All registered HCCS students are welcome to use any HCCS computer lab at any HCCS campus.

### **Incomplete**

An "I" (Incomplete) is a conditional and temporary grade given when a student is passing the course, but for reasons beyond their control, have not completed a relatively small part of the course requirements.

Inform Dr. Parrott of your reason for not being able to complete the course. I usually approve of an Incomplete when 3/4th of the semester is over. If approved, then schedule an appointment with Dr. Parrott to fill out the "Request for Incomplete Form."

An incomplete extends through the next full semester. At the end of that extension the "I" will automatically convert into an "F" if the student does not complete unfinished work. It is your responsibility to maintain contact with Dr. Parrott about your progress.

### **International Students**

Receiving a W or an F may affect the status of your Student Visa. Once a W is recorded on your transcript, it will not be changed to an F because of Visa consideration. International students may contact the International Student Office at 713-7188520 for further information concerning Visa status.



## **Use of Camera / Recording Devices**

Use of recording devices, such as camera phones, voice recorders etc., is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs.

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities.

## **ACADEMIC SUPPORT**

### **Early Alert**

The HCC Early Alert Initiative is a college-wide effort to successfully retain students who are at risk of failing, withdrawing or dropping a course. This joint effort between Instruction and Student Services identifies students that are performing poorly in the classroom so that effective support services can be provided to the student. If for any reason Dr. Parrott suspects a student at risk of failing, the student's name will be referred to the Early Alert Initiative.

### **Ask Online**

For writing assignments only, you can now submit papers to AskOnline. HCC tutors with 24-hour turnaround will review your work.

### **Personal Development**

I promote the full development of personal and professional capacities and therefore, strongly recommend students to be involved in their own personal counseling. If you are interested, I will gladly offer you some referrals.

## **PROGRAM / DISCIPLINE REQUIREMENTS**

### **Grievances**

A grievance is an actual incident that can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against include a student, professor, administrator or staff member in the Department. The first step to resolve the issue is to settle it informally by discussing the problem with the person and reaching a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the student may meet with Dr. Parrott or his/her faculty advisor. If the issue is still unresolved, then the student may discuss the matter with the Department Chair. If the student decides to terminate or ignore the

process, this will be considered a final action that cannot be reversed via filing a formal grievance at a later date. If the student decides to file a formal grievance, then a written statement can be submitted to the Department's Program Discipline Committee.

### **HCC Policy Statement - ADA**

A student with a documented disability (e.g., physical, learning, psychiatric, visual, hearing, etc.) needing reasonable accommodations may contact the HCC Disability Support Service Counselor at the beginning of each semester. Faculty is authorized to provide accommodations only to those with the approved letter.

### **Discrimination**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oi@hccs.edu](mailto:oi@hccs.edu). Additional information may be obtained online. Visit:

<http://www.hccs.edu/district/departments/institutionalequity/>

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination.

Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

### **HCC Policy Statement: Academic Honesty**

Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. In this class, students found guilty of academic dishonesty will receive a 0 for that assignment or an F for the course. Individuals found guilty for unprofessional behavior will not be allowed to return to the class. If you are no longer allowed to return to the class, then you may receive an F or a W for the course.

If you are aware of anyone behaving unethically and/or unprofessionally, both inside and outside of this class; then you are encouraged to bring it to my attention otherwise, maintaining secrecy may subject you to the same consequence. If you report unethical/unprofessional behavior, then your privacy will be protected and if the accused is found guilty, you will receive 2 extra credit points added to your final score. Please refer to HCC Student Handbook: <http://www.hccs.edu/hccs/current-students/student-handbook>. Violations will be documented in your student file and may subject you to a consequence such as denial for a practicum or dismissal from the program. Violators' names will be posted in this class.

### **HCC Grading Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
Below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

## **STUDENT SERVICES & POLICIES**

### **Student HCC Web page**

To access this, go to the HCCS website and search Student Rights.

### **Student Association**

If you wish to join the student association, contact Rich Rosing at, 713-718-5540 or email to [richard.rosing@hccs.edu](mailto:richard.rosing@hccs.edu)

### **Department Web page**

To access this, go to the HCCS website and search Coleman and Human Services Technology Program.

**HSTP Student Handbook:** This is found at the Program website.

## **EGLS3- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.

If 75% of the class submits their evaluation, then everyone in the class will receive 1 extra credit point. If 100% submits, then everyone will receive 2 extra credit points.

## **Syllabus Up-Dates and Revisions**

Dr. Parrott reserves the right to alter or amend this syllabus as needed for the best interest of the class.

Most Recent Up-Date: 25 August 2016

Revisions: All previous syllabi are null and void.