

UNIVERSITY OF TEXAS TYLER

Course Information

Course Title: **Essential Counseling Skills**

Course Number/Section Number: **COUN 5391.001**

Course Format & Time: **Wednesday 5:00 p.m. – 7:45 p.m., HPR 253**

Instructor Information

Instructor Name: Randall M. Moate, Ph.D. LPC, Associate Professor

Instructor Contact Information: rmoate@uttyler.edu, office: (903) 565-5747

Instructor Office Hours: Please email me to make appointments as needed.

Course Catalog Description: Essential counseling skills development with role-playing lab practice with video. Focus on building therapeutic relationships, accurate empathy, and prioritizing client concerns. Develops proficiency in basic counseling response skills. Grade of B or better required to take more Clinical Skills courses.

Course Prerequisites: N/A

Course Learning Objectives: At the completion of the course, each student will:

- 1) Develop basic counseling skills including verbal and non-verbal attending, observation, active listening, paraphrasing, reflection of feelings, questioning, summarizing, and confrontation.
- 2) Understand the core conditions of counseling including unconditional positive regard, genuineness, and empathy.
- 3) Have practice, observation of, and experience in basic counseling
- 4) Develop cultural sensitivity within the counseling arena.
- 5) Develop an awareness of yourself, your place in the counseling field, and how to get the most out of your experiences in the counselor education program.
- 6) Gain experience in role of counselor and develop realistic assessment of skills and potential.

*Each learning outcome will be assessed with written assignments, role play, class discussions, and/or participation.

Course Structure & Methods of Instruction:

In this course, class time is will be comprised of lectures, discussion, and group activities. The primary emphasis of this class will be on students participating in activities that are designed to improve their basic counseling skills. You should come to class prepared to discuss assigned readings and to be actively involved in your own learning. You are required to be an active participant during class activities.

Required Text and Additional Materials:

- Young, M. E. (2017). *Learning the Art of Helping: Building Blocks and Techniques (6th ed.)*. New York, New York: Pearson.
- One blank SD card; Please see Ms. Linda Speed (HPR 223) to check out your card. All cards must be erased and returned to Ms. Speed at the end of the semester.

Note: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer

2016 CACREP Standards Addressed:

- 2.F.1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling
- 2.F.1.k. strategies for personal and professional self-evaluation and implications for practice
- 2.F.1.l. self-care strategies appropriate to the counselor role
- 2.F.5.d. ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships
- 2.F.5.f. counselor characteristics and behaviors that influence the counseling process
- 2.F.5.g. essential interviewing, counseling, and case conceptualization skills
- 5.C.2.j. cultural factors relevant to clinical mental health counseling
- 5.C.2.l. legal and ethical considerations specific to clinical mental health counseling

Course Policies

Attendance: While it is strongly recommended that you do not miss any classes, you are permitted to miss one class (2.5 hours) with no penalty. If you are going to miss a class, it is expected that you will notify the professor ahead of time. With a second absence you will receive a one-letter grade deduction from your final grade in the course (e.g., A → B) unless you write a letter to the instructor that explains extenuating circumstances for both absences. With your letter you should include documentation that substantiates your extenuating circumstance. The instructor will then decide if both the first and the second absences are excusable. Each subsequent absence will result in the drop of a letter grade.

Class Punctuality: Students are expected to attend classes on time. Late behavior in excess of one class will result in a loss of participation points for each incident. In addition to a loss of participation points, students who are consistently late and miss a significant amount of class time may be assessed a course absence (see attendance heading above).

Zoom Professional Behaviors: Students should attend online zoom synchronous classes in the same manner that they would attend in-person classes. Students should be professionally dressed and sitting in an appropriate position for learning. Students must keep their video cameras on for the entirety of class. Students are not permitted to be engaging in other activities while attending class (e.g., driving a car,

working a job, attending an appointment, etc.). Students will need to find a quiet and private location in which to attend class. It is also essential that students are able to secure a good internet connection.

Late Policy: Assignments are due when class begins on the assigned date. Assignments submitted after class begins will be considered late. Late assignments will be reduced by 10% (one letter grade) for each day the assignment is submitted late. After three days past the due date, late assignments will no longer be accepted, and the student will receive a zero for the assignment.

Use of Technology: Cell phones are to be turned off or put in silent mode during class. Cell phones should not be visible during class, so please keep them in your pants, purse, backpack, etc. If you are experiencing an emergency or extenuating circumstance where you need to check your phone during class, please inform me of this before class begins. Students who choose to use a laptop computer should only do so for taking notes. **Students who use laptop computers are prohibited from (a) surfing the internet, (b) checking email, and (c) working on other assignments during class.** If the instructor becomes aware of a student using their laptop for any reason other than taking notes, he may ask that student to cease bringing their computer into the classroom.

Communication Policy: University policy requires that all e-mail correspondence between students and instructor be done via the Patriot account. Check your Patriot E-Mail frequently. Announcements pertaining to class or departmental business will be sent to the student's Patriot account. In accord with university policy your instructor will respond only to student correspondence sent via Patriot E-mail. Please do not contact the instructor via the Canvas messaging system. My email address is rmoate@uttyler.edu. Typically, I will be able to respond to your emails within 24 hours Monday – Thursday. **Note;** make sure that you **do not** send emails to rmoate@patriots.uttyler.edu, as I will not receive these messages.

Diversity Statement: Students are expected to be sensitive to individual and cultural differences and to treat one another with respect during their experience in this course. Sensitivity to gender, race, ethnicity, ability, and sexuality is expected and disrespectful language and/or behavior will not be tolerated.

The American Counseling Association has explicit policies, standards, and ethical guidelines regarding diversity issues. In this class, you will be expected to reflect the standards and ethics of the counseling profession, especially in the area of diversity. Any use of written or verbal language should be consistent with the respect and tolerance that are the cornerstone of the counseling profession and should reflect the ACA Human Rights Committee's 1987 statement on tolerance, which states:

In order to guarantee that each individual is free to pursue his/her potential, each member of ACA is charged to (a) engage in ongoing examination of his/her own attitudes, feelings, stereotypic views, perceptions and behaviors that might have prejudicial or limiting impact on others; (b) contribute to an increased sensitivity on the part of other individuals, groups or institutions to the barriers to opportunity imposed by discrimination; (c) advocate equal rights for all individuals through concerted personal, professional, and political activity.

Informed Consent Statement: Faculty members are dedicated to the educational, personal, and professional growth and development of our students. Faculty are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such, please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
- There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
- At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's *personal history*. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
- Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the *ACA Code of Ethics* (2014).
- Students often experience personal growth as they progress through the program. **However, the courses are *not* meant to be a means of personal therapy.** The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
- Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
- It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.

Course Assignments

Participation & Professional Behaviors: (15 points) – Learning/teaching is a dynamic social process. As clinically oriented course, your presence and active engagement are essential. Students are required to read all assigned course materials before class begins so that they can actively engage with course content during class. Students are expected to regularly participate in class and will be required to participate in experiential learning activities. During class students should be alert, respectful of others, use professional language, and use technology appropriately.

Tape #1: Peer Review (10 points) – You will work with a partner on this project, where you will need to demonstrate the following basic counseling skills (i.e., *Opening, Encouragers, Paraphrase, Reflection of Feeling*). You will be graded on this assignment based on the accuracy and quality of your responses on the *Counseling Skills Evaluation* forms. For this assignment you will submit the following items (2.F.5.f.; 2.F.5.g.):

- (1) A video recorded 10-minute counseling session submitted through CANVAS.
- (2) A completed *Counseling Skills Evaluation* form that you completed for yourself.
- (3) A completed *Counseling Skills Evaluation* form that you completed for your partner.

Tape #2: Midterm Review (20 points) – You will submit a video recorded 15-minute counseling session via CANVAS with a completed *Counseling Skills Evaluation* form (note: hard copy submitted in class). During your session you will need to demonstrate all of the basic skills we have discussed in class up to this point (i.e., *Opening, Encouragers, Paraphrase, Reflection of Feeling, Reflection of Meaning, Summarization, Closing*). You are allowed to ask **one question** during your fifteen-minute session. Each subsequent question beyond the first question will result in you losing -0.5 points off of your grade for the assignment (e.g., *If you ask three questions total, you will lose -1.0 points*). You will be graded on how successful you are at incorporating and executing the basic counseling skills into your session (2.F.5.f.; 2.F.5.g.).

Transcription of Tape #2 (20 points) – You will need complete a transcription of your entire 15-minute session for Tape #2. You must include every utterance made in the session by you or the client (e.g., “*uhm,*” sighs, “*like you know,*” etc.). On your transcription you should use 12 pt. times new roman font. You should single space responses from the client and/or counselor and use double space to delineate changes in the speaker. Below is an example that you should use as a template for your transcription (2.F.5.f.; 2.F.5.g.).

Counselor: *It seems like you've really been under a lot of stress recently. Um, it seems, um, that you have a lot going on at work, and that when you come up from work it's hard for you to decompress.*

Client: *Yea, I think that's true. It's hard for me to unwind, because I feel like as soon as I get home my kids and spouse are ready for me to pay attention to them, and that's hard.*

Counselor: *It sounds like you feel like you want a break, or some time for yourself to catch your breath.*

Client: *I sure do; but, it's not realistic that'll ever happen.*

After you have completed the written transcription of the counseling session you will complete a 2-3 page reflection paper that addresses the following questions (2.F.5.f.; 2.F.5.g.):

- *Conceptualize your session with the client. Explain what you understood as the counselor to be going on cognitively, emotionally, or spiritually for your client from their perspective.*
- *Describe what you perceived that you did well during this session and areas that you know that you need to work on.*
- *Describe difficulties and/or challenges that came up for you during the session.*

Tape #3: (25 points) – You will submit a video recorded 20-minute counseling session via CANVAS with a completed *Counseling Skills Evaluation* form (note: hard copy submitted in class). During your session you will need to demonstrate all of the basic skills we have discussed in class up to this point (i.e., *Opening, Encouragers, Paraphrase, Reflection of Feeling, Reflection of Meaning, Summarization, Closing, Immediacy, Confronting Discrepancies*). You are allowed to ask **one question** during your twenty-minute session. Each subsequent question beyond the first question will result in you losing -0.5 points off of your grade for the assignment (e.g., *If you ask three questions total, you will lose -1.0 points*). You will be graded on how successfully you are able to incorporate and demonstrate basic counseling skills that you have been presented (2.F.5.f.; 2.F.5.g.).

Tape #4: Final Examination (210 points) – You will submit a video recorded 25-minute counseling session via CANVAS with a completed *Counseling Skills Evaluation* form. During your taped session you will need to demonstrate all of the basic skills we have discussed in class up to this point. You are allowed to ask **two questions** during your twenty-minute session. Each subsequent question beyond the second question will result in you losing -0.5 points off of your grade for the assignment (e.g., *If you ask four questions total, you will lose -1.0 points*).

This assignment is designated as evidence of fulfilling certain standards of CACREP. This means that this assignment is seen as an indicator of minimum standards of professional competency necessary to enter the field ready to practice. This assignment will be graded using a rubric that is located at the end of the syllabus (2.F.5.f.; 2.F.5.g.).

Requirements/Grading: Grading will be based on points assigned in the following areas

<u>Assignment</u>	<u>POINTS</u>
Participation & Professional Behaviors	15
Tape #1	10
Tape #2	20
Transcription of Tape #2	20
Tape #3	25
<u>Tape #4</u>	<u>210</u>
Total	300

Grade Scale: A = 90%-100%; B = 80%-89%; C = 70%-79%; D = 60%-69%; F = below 60%. You must receive and A or a B in order to receive credit for passing this course.

Tentative Course Schedule

**Instructor reserves the right to make changes as needed.*

Week	Topic	Assignments/Readings	CACREP Standard
1 Aug 25	Introduction & Course Syllabus Review		2.F.1.i.; 5.C.2.j; 5.C.2.l.
2 Sept 1	<i>Skill: Opening</i>	Ch. 1, Ch. 2	2.F.1.i.; 2.F.1.l.; 2.F.5.d. 2.F.5.f.; 2.F.5.g.; 5.C.2.j 5.C.2.l.
3 Sept 8	<i>Skill: Paraphrasing</i>	Ch. 3, Ch. 4	2.F.5.d.; 2.F.5.f. 2.F.5.g.; 5.C.2.j
4 Sept 15	<i>Skill: Reflection of Feeling</i>	Ch. 5 Memorized Opening to Counseling Session	2.F.5.f.; 2.F.5.g.; 5.C.2.j
5 Sept 22	<i>Skill: Reflection of Meaning & Summarization</i>	Ch. 6 (pg. 121 – 133) Tape #1 Due	2.F.1.k.; 2.F.5.f. 2.F.5.g.; 5.C.2.j
6 Sept 29	Review of: <i>Paraphrases, Reflections of Feeling, Reflection of Meaning, Summarization</i>		2.F.5.f.; 2.F.5.g.; 5.C.2.j
7 Oct 6	<i>Skill: Closing a Session</i>	Ch. 6 (pg. 134 – 141)	2.F.5.f.; 2.F.5.g.; 5.C.2.j
8 Oct 13	<i>Skill: Immediacy & Confronting Client Discrepancies</i>	Tape #2 Due	2.F.1.k.; 2.F.5.f.; 2.F.5.g.; 5.C.2.j
9 Oct 20	Review of: <i>Immediacy & Confronting Client Discrepancies</i>	Transcription of Tape #2 Due	2.F.1.k.; 2.F.5.f.; 2.F.5.g.; 5.C.2.j
10 Oct 27	<i>Skill: Appropriate Questions</i>		2.F.1.k.; 2.F.5.f.; 2.F.5.g.; 5.C.2.j
11 Nov 3	Review student tape in class		2.F.5.f.; 2.F.5.g.; 5.C.2.j
12 Nov 10		Tape #3 Due	2.F.1.k.; 2.F.5.g.; 5.C.2.j
13 Nov 17	Review student tape in class		2.F.5.f.; 2.F.5.g.; 5.C.2.j
14 Nov 24	NO CLASS	THANKSGIVING VACATION	
15 Dec 1			2.F.5.f.; 2.F.5.g.; 5.C.2.j
16 Dec 8		Tape #4 Due	2.F.1.k.; 2.F.5.g.; 5.C.2.j

Program and Departmental Policies

COVID-19

Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature should stay at home and notify their faculty. Students are also encouraged to use the [UT Tyler COVID-19 Information and Procedures website](#). This website also provides information about our Vaccination Mobile Clinic. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Clinical Mental Health Counseling Program Mission Statement:

The mission of the CACREP-Accredited Master of Arts in Clinical Mental Health Counseling (CMHC) program at the University of Texas at Tyler (UTT) is to prepare ethical and competent professional counselors. The CMHC program places a strong emphasis on preparing future counselors to work with a diverse range of client populations. Faculty members collectively aim to provide a rigorous learning environment and supportive atmosphere encouraging personal and professional development to a diverse student body. Throughout their time in the CMHC program, students are supported in developing a deep sense of self-awareness and a strong professional counselor identity integrating mental health, research, service, and advocacy. Upon successful completion of the program, students are eligible for counselor licensure in Texas and are able pursue impactful mental health careers within the community.

UT Tyler Department of Psychology and Counseling Student Code of Conduct:

<https://www.uttyler.edu/psychology/policies.php>

UT Tyler Clinical Mental Health Counseling Student Handbook:

<https://www.uttyler.edu/psychology/graduate/clinical-mental-health-counseling/>

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of

modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttlyer.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - o copying from another student's test paper;
 - o using, during a test, materials not authorized by the person giving the test;
 - o failure to comply with instructions given by the person administering the test;
 - o possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - o using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - o collaborating with or seeking aid from another student during a test or other assignment without authority;

- discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](tel:903.566.7254) (903.566.7254)

Final Tape Rubric

Standard	1	2	3	4	5	Score
<p>Establishing Relationships <i>Greeting</i> <i>Limits of Confidentiality</i></p>	<p>No greeting provided before session begins. Greeting was inappropriate. Limits of confidentiality were not mentioned.</p>	<p>Greeting with client was awkward. Limits of confidentiality were poorly explained or omitted.</p>	<p>Greeting with client was minimal, but cordial. Explained the 3 limits of confidentiality with one or more major errors.</p>	<p>Completed a rote greeting, with explanation of role & administrative tasks. Explained the 3 limits of confidentiality with only a few minor errors</p>	<p>Demonstrated a warm and personable greeting, with explanation of role & administrative tasks. Accurately and personably explained all aspects of the limits of confidentiality</p>	
<p>Empathy <i>Rapport</i> <i>Reflection of Meaning</i> <i>Reflection of Feeling</i></p>	<p>The verbal & behavioral expressions by the student does not attend to and detracts significantly from the client. The verbal & behavioral expressions of the student are a barrier to the counseling session.</p>	<p>The student is ineffective during attempts to reflect client's <i>feelings</i> and/or sense of <i>meaning</i>. The student's reflections are incongruent with how the client is presenting.</p>	<p>The interventions of the student are essentially interchangeable with those of the client in that they express the same <i>feeling</i> and <i>meaning</i>.</p>	<p>The responses of the student add noticeably to the client's experience, helping them to move deeper with <i>feelings</i> and/or <i>meaning</i>.</p>	<p>Student develops strong working relationship with client. Student's responses add significantly to the <i>feeling</i> and/or <i>meaning</i> of the client's experience.</p>	
<p>Unconditional Positive Regard <i>Respect</i> <i>Feedback</i> <i>Self-Disclosure</i></p>	<p>Student frequently had problems: <i>Suspending Judgmental Thinking</i> <i>Keeping personal values out of the session</i></p>	<p>Student occasionally had problems: <i>Suspending Judgmental Thinking</i> <i>Keeping personal values out of the session</i></p>	<p>Student adequately demonstrated: <i>Suspending Judgmental Thinking</i> <i>Keeping personal values out of the session</i></p>	<p>Student consistently demonstrated: <i>Suspending Judgmental Thinking</i> <i>Keeping personal values out of the session</i></p>	<p>Student always demonstrated: <i>Suspending Judgmental Thinking</i> <i>Keeping personal values out of the session</i></p>	

Standard	1	2	3	4	5	Score
Congruence	Student was not able to <i>meet the client where they were at</i> or did so in a manner that was harmful to the session. Student behaviors and words seemed highly inauthentic.	Student was not able to consistently <i>meet the client where they were at</i> in a way that was helpful to the counseling session. Students behaviors and words seemed rote/scripted.	Student demonstrated an adequate capacity to <i>meet the client where they were at</i> , that has a neutral or mixed effect on the counseling session.	Student usually <i>met the client where they were at</i> in a way that enhanced the counseling session. Students behaviors and words seemed relatively authentic.	Student effectively <i>met the client where they were at</i> in a way that was highly beneficial to the counseling session. Students behaviors and words seemed authentic.	
Attending <i>Body</i> <i>Language</i> <i>Tone of Voice</i> <i>Pacing</i> <i>Verbal</i> <i>Tracking</i>	Did not demonstrate attending behaviors. For most or all of the session the student was unable to verbally track their client.	Showed some inaccurate and inconsistent attending behaviors; visual contact, verbal tracking, vocal qualities, body language Student had numerous difficulties verbally tracking their client.	Attending behaviors were accurate but inconsistent; visual contact, verbal tracking, vocal qualities, body language Student intermittently had difficulty verbally tracking their client.	Attending behaviors were mostly consistent and accurate; visual contact, verbal tracking, vocal qualities, body language. Student demonstrated a capacity to understand what the client was saying.	Attending behaviors were accurate and complete. Student demonstrated a strong capacity to understand what the client was saying.	
Questions	Asked 7 or more questions per 20 min session. Questions are inappropriate or illogical Does not verbally track client	Asks 5-6 questions per 20 min session. Used unintentional pattern of questions, or therapeutically inappropriate questions. Poor or limited verbal tracking	Asked 4 questions per 20 min session. Selects open and closed ended questions appropriately; Followed up questions with limited verbal tracking.	Asked 3 questions per 20 min session. Used <i>Closed and Open-Ended</i> questions appropriately. Followed up questions with adequate verbal tracking.	Asked 2 or less questions per 20 min session. Used <i>Closed and Open-Ended</i> questions in a manner enhanced therapy. Closely followed up questions with verbal tracking.	

Standard	1	2	3	4	5	Score
Observation Skills <i>Immediacy</i> <i>Confronting</i> <i>Discrepancies</i>	<p>Makes no use of observation skills.</p> <p>Did not show immediacy skills.</p> <p>Inappropriately confronted discrepancies with client</p>	<p>Demonstrated some observational skills.</p> <p>Did not show immediacy skills.</p> <p>Inappropriately confronted discrepancies with client</p>	<p>Used observation skills</p> <p>Rarely used immediacy skills.</p> <p>Confronted discrepancies with client.</p>	<p>Used appropriate observation skills</p> <p>Demonstrated use of immediacy skills.</p> <p>Appropriately confronted discrepancies with client.</p>	<p>Demonstrated strong observation skills</p> <p>Demonstrated immediacy skills in a manner that enhanced therapy.</p> <p>Appropriately confronted discrepancies in a manner that enhanced therapy.</p>	
Encouraging <i>Door Opener</i> <i>Minimal</i> <i>Encouragers</i>	<p>Student did not use encourager skills with client or did so in a manner that was a barrier to the therapeutic process.</p>	<p>Student rarely used encourager skills with client or did so in a manner that was not therapeutically beneficial.</p>	<p>Student adequately used non-verbal or minimal encouragers with client.</p>	<p>Student effectively used a range of encouragers with client, which helped guide the session.</p>	<p>Student intentionally used a range of appropriate/timely encouraging skills, which helped to deepen and enhance the client experience</p>	
Paraphrasing	<p>Paraphrases w/o intentionally, missed key points, were poorly formed, parroted, and/or were a hindrance to counseling.</p>	<p>Paraphrases often missed key points in client verbal tracking, were not succinct, and/or parroted back what the client said.</p>	<p>Paraphrases demonstrated verbal tracking, but at times were not succinct, and/or parroted client's responses</p>	<p>Paraphrases were intentional, generally accurate, additive, and helped the client to tell their story</p>	<p>Paraphrases were intentional, succinct, accurate, additive, and were used to guide session with great effect.</p>	
Summarizing	<p>Summaries were either not used, or were unintentional, did not demonstrate client verbal tracking, or were not understood by client.</p>	<p>Summaries missed key points in client verbal tracking, were not intentional, used ambiguous language, or were overly complex.</p>	<p>Summaries demonstrated some verbal tracking, but were not always additive, and/or well-formed and articulated.</p>	<p>Summaries were timely, additive, caught most of what the client was saying, were typically well formed and articulated</p>	<p>Summaries were timely, additive, captured essence of what client was saying, were well formed and articulated, and used to deepen the session with great effect.</p>	

Ending a Session	Student abruptly ended the session with no closing intervention(s).	Poorly summarized at end of session; rote description of what occurred during session.	Summarizes some important content of session, and/or client's strengths.	Summarizes most of the important content of session, and/or does well executed closing activity.	Summary or closing activity was highly additive to the session and was smoothly executed.	
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Standard	1	2	3	4	5	Score
Ability to structure a session intentionally and guide a client through a therapeutically helpful experience.	Never	Rarely	Sometimes	Often	Always	

Raw Score ___ x (3.5) = ___/210