

absences require documentation, such as a doctor's note. Whether an absence will be counted as excused will be handled on a case-by-case basis. It is also important that you be on time for class. If you are more than 5 minutes late (by my watch) you will be marked late. Every third time you are late will count as an absence. If you miss more than 20 minutes of class (whether at the beginning or end of class) you will be counted absent. **NOTE: It is a violation of the university's Academic Honest policy to sign another student's name on an attendance sheet.**

Attendance Extra Credit: If you do not have any unexcused absences (including absences from being late multiple times), you will receive **15 points of extra credit for perfect attendance**. If you have only one unexcused absence, you will receive **5 points** of extra credit.

Absences and Tardiness: Failure to attend class on the date of an exam/activity without prior arrangement will result in a zero for the exam/activity. Prior arrangements for exams are only made for unusual circumstances and are at the discretion of the instructor. Verification (e.g., from the Health Center) must be provided to support requests for absences for illnesses. Excused absences, in which prior arrangements are not possible, (i.e. accident requiring hospitalization, death of an immediate family member, sudden illness, etc.) will be handled on a case-by-case basis and make-up exams will be administered as soon as possible after the missed exam. Students are not to ask classmates about the content of the exam or to discuss the exam with other students.

Major Course Assignments

Paper #1: The first assignment is a paper (2-4 pages, double spaced, plus cover page) in which you will write about someone who has helped you in your life, and the impact that person had on you. The person does not need to be a professional helper. Details of this assignment will be provided.

Helper Interview and Paper #2: You will interview someone who works in a helping profession (such as a social worker, counselor, psychologist, family therapist, etc.) This person should hold at least a master's degree in their field. It may take time to find someone to interview, so you are advised to identify someone as early as possible. You will summarize your interview and your personal reactions to your interview in a 3-5 page paper (double spaced, plus cover page). You will need to turn in the contact information (name, affiliation, and phone number at minimum) of your interviewee one week before the paper is due. Details of this assignment will be provided.

Group Presentation: You will select and research a specific mental health issue (i.e. depression, eating disorders, suicide prevention, schizophrenia, etc.). A list of available topics will be provided, although you are welcome to present on a different topic with instructor approval. Topics will be chosen on a first come first served basis. You will work in groups of 2 or 3 students and will be responsible for presenting your topic as part of a group presentation at the end of the semester (see class schedule). Your presentation will last 5-7 minutes per group member (i.e. 10-14 minutes total for a group of two, 15-21 minutes total for a group of three). Your grade will be determined 50% by your performance and 50% by the group's performance. Additional information regarding this assignment will be provided.

Additional assignments: You will participate in class activities throughout the semester. Some of these activities will require you to turn in short assignments, written journal reactions, or turn in a group summary at the end of class. Some activities will require you to complete a short assignment between classes. It is not possible to make up missed activities unless you have a valid excuse for missing class. It is the student's responsibility to contact the instructor about any missed activities or assignments due to absence.

Instructor's Expectations

1. Any form of academic dishonesty will not be tolerated.
2. Academic dishonesty will be handled according to UGA policy.*
3. Derogatory comments referring to race, religion, sexuality, etc. will not be tolerated.
4. Respect others' opinions. This is a discussion-based course and without respect, quality discussions cannot occur.
5. Students are expected to come to class prepared, having read all required material.
6. Refrain from using cell phones, laptops, and other electronic devices in class. This includes text messaging.

*All academic work must meet the standards contained in "A Culture of Honesty" (<http://www.uga.edu/ovpi/honesty/acadhon.htm>). All students are responsible for understanding the academic honesty policy. Not knowing the rules is not an excuse for violating the policy.

Diversity

This course will be taught with consideration given to diversity and multiculturalism. Multicultural competence is essential in any helping profession. Major aspects of diversity that will be addressed include race, ethnicity, gender, socioeconomic status, sexual orientation, religion, geographic location, and disability status. Students will be expected to demonstrate their understanding of diversity issues, while refraining from offensive or derogatory comments that are unproductive to the discussions.

Special learning needs

If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact me as soon as possible. Academic accommodations will be made for you based on the recommendations received from Disability Services. You must be registered with Disability Services in order to receive academic accommodations.

Grading Procedures and Policies

A	= 100-93%
A-	= 92.99-90%
B+	= 89.99-86%
B	= 85.99-83%
B-	= 82.99-80%
C+	= 79.99-76%
C	= 75.99-73%
C-	= 72.99-70%
D	= 69.99-60%
F	= 59.99% and below

- Please be sure to hand in all written assignments at class time, on the dates they are due. **There will be a deduction of 10% for each class period an assignment is late.** Late assignments due to illness or emergency will be handled on a case-by-case basis. Hard copies are required for all assignments due to the risk that e-mailed copies will be deleted by the university's filtering software.
- Hard cutoffs are used to determine final grades. There will be opportunities for extra credit during the semester, thus no additional extra credit will be given at the end of the semester.
- Final Exam Policy – No time and date departures from the examination schedule will occur without prior approval of the dean of the school or college and the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. "Two University policies focus on final examinations. University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester."

Grading Criteria:

Assignments, Activities, and Journal Reactions	50 points
Paper #1: Someone Who Helped You paper	50 points
Paper #2: Helper Interview paper	75 points
Group Presentation	75 points
Mid-Term Exam	100 points
Final Exam	100 points
Participation	50 points
Total Possible Points	500 points
Total Possible Extra Credit	15 points

Course Schedule

Date		Topic	Reading
Week 1	Jan 8 Jan 10	Introductions and Syllabus Are the Helping Professions for You?	- Ch. 1
Week 2	Jan 15 Jan 17	Working with Groups Getting the Most from Your Education and Training	Ch. 12 Ch. 2
Week 3	Jan 22 Jan 24	Helper, Know Thyself Common Concerns of Beginning Helpers	Ch. 3 Ch. 4
Week 4	Jan 29 Jan 31	Psychological Theories; Paper #1 due Psychological Theories, Cont.	Ch. 5
Week 5	Feb 5 Feb 7	The Helping Process Diversity and Multicultural Competence	Ch. 6 Ch. 7
Week 6	Feb 12 Feb 14	Stereotypes and Prejudice Knowing Your Values; Top 50 List due	TBA Ch. 8
Week 7	Feb 19 Feb 21	Midterm Exam Ethical and Legal Issues Facing Helpers; Interviewee contact info due	Ch. 9
Week 8	Feb 26 Feb 28	Managing Boundary Issues Introduction to Communication Skills	Ch. 10 WebCT #1
Week 9	Mar 4 Mar 6	Introduction to Communication Skills, cont.; Paper #2 due Gender Issues	WebCT #1 TBA
Week 10	Mar 11 Mar 13	No Class – Spring Break No Class – Spring Break	
Week 11	Mar 18 Mar 20	Stigma of Seeking Help Counseling Interventions	TBA TBA
Week 12	Mar 25 Mar 27	Stress, Burnout, and Self-Care Crisis Intervention; Communication Skills assignment due	Ch. 13 P322-326
Week 13	Apr 1 Apr 3	Social Justice Work Alcohol and Drug Abuse Counseling	Ch. 11 WebCT #2
Week 14	Apr 8 Apr 10	Alcohol and Drug Abuse Counseling, Cont. Graduate Student Panel; Questions due	WebCT #2 -
Week 15	Apr 15 Apr 17	Group Presentations Group Presentations	- -
Week 16	Apr 22 Apr 24	Group Presentations Course wrap-up and exam review	- -
Week 17	Apr 29 May 1	No Class – Reading Day Final Exam (3:30-6:30p)	

This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.