Texas A&M University-Texarkana Course Syllabus

COUN 597 Special Topics:
CPCE/NCE Prep Course
Spring 2024

Instructor: Angela Harless, PhD, LPC-S, TA-S
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Office Hours: Tuesday & Thursday 4:00 – 6:00 p.m.;
(Virtual) Monday – Thursday 10 am – 5 pm; or by Appointment
Course Day & Time: Thursday 6:00 – 8:45
Course Room: Counseling Lab

Course Description: This course is being provided to assist students in learning the makeup of these 2 exams and how to prepare to pass them and their subsets based on the 8 CACREP Core Standards. This course will involve reading, studying, taking exams, and discussion of practice quiz outcomes and how to improve results.

Course Delivery Method: Face to Face

Required Textbooks/Resources:

Rosenthal, H. (2017). *Encyclopedia of Counseling: Master Review and Tutorial for the National Counselor Examination, State Counseling Exams, and the Counselor Preparation Comprehensive Examination,4th Ed.*

Student Learning Outcomes: Recognize, describe, and demonstrate a working knowledge of the following counseling competencies:

- professional counseling orientation and ethical practice
- social and cultural diversity
- human growth and development
- career development
- counseling and helping relationships
- group counseling and group work
- assessment and testing
- research and program evaluation

Methods of Evaluation: Since the course is essentially experiential and skills-based, attendance is particularly important. If a student misses more than one class session, it may have a detrimental effect on his/her grade. Absence from two class sessions will make the student subject to administrative drop from the class and/or receiving a grade of unsatisfactory.

Grading:

Class Attendance & Participation	16 weeks - 16/16 = 100%, 15/16 = 93%, etc.
Semester Study Plan	1 = 100%
Study Videos & Documents	Viewed = 100%
Section Test Questions	8 Tests = 100%
Section Practice Exams	8 Exams = 100%
Full Practice Exams	2 Exams = 100%

Grading Scale:

A – 90% to 100%

B – 80% to 89%

C – 70% to 79%

D – 60% to 69%

F – 60% or less

Assignments & Exams:

Class Attendance & Participation: Due to the amount of work involved in class, students are expected to attend and participate in all activities.

Semester Study Plan: Students will need to develop a study plan for the semester. This involves planning daily, weekly, monthly, times for reading the text, studying practice questions in the text, and taking practice exams in the course.

Study Videos & Documents: Students must view all study materials, such as videos, articles, documents, and graphs/charts to receive credit and complete the course.

Section Test Questions: Students will submit 10 test questions with correct answers highlighted for each competency section.

Section Practice Exams: There will be section practice exams for each of the 8 competencies. Students must take these exams until they've reached at least 90% correct answers.

Full Practice Exams: There will be 2 full practice exams. Students must take these exams until they've reached at least 80% correct answers.

For University policies on Academic Integrity, A&M-Texarkana Email Address, and the Drop Policy, please refer to the Syllabus Policies.

For questions on *all web-enhanced and online courses*, please refer to Technology Innovation and Digital Education (TIDE).

Disability Accommodations: The Americans with Disabilities Act (ADA) is a federal non-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this law requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation for their disabilities. If you believe you have a disability requiring accommodation, please contact the Office of Student Life in UC room 125, or call (903) 223-1351. For additional information visit **Disability Services.**

Inclusivity: At TAMUT we are committed to fostering an inclusive environment where every individual can thrive and contribute to their full potential. We believe in embracing and celebrating the unique perspectives, backgrounds, and experiences of all people, and we are dedicated to ensuring that everyone has opportunities to contribute to classroom conversations. Our aim is to build a community that reflects the richness of human differences and promotes fairness and belonging for all.

Counseling services: We offer counseling services to support individuals who may experience emotional or psychological challenges in response to classroom discussions that could be distressing or any other life events. Our goal is to provide a safe and confidential space where you can discuss and work through any concerns or stressors that may arise from academic discussions, enabling you to better manage your emotional well-being and continue to thrive in your educational journey.

To access these services please contact:

Student Counseling Services
University Center 420
(903) 334-6613 | After Hours - (903)276-8276
counseling.services@tamut.edu

Additional services by professional counselors in the area are listed on the CANVAS community page, *Counseling GuideMap.*

State Licensure requirements (links):

Texas

Arkansas

Louisiana

Oklahoma

Professional Disposition Measurement

A professional disposition for counseling students encompasses a set of qualities and attitudes that are essential for effective and ethical practice in the field of counseling. It reflects a commitment to ethical standards, ongoing self-reflection, cultural competence, and a genuine concern for the well-being of clients. Professional dispositions in counseling include qualities such as empathy, active listening, respect for diversity, integrity, and a dedication to continuous learning and improvement. These dispositions guide students in building strong therapeutic relationships, maintaining confidentiality, and navigating the complex dynamics of the counseling process. Ultimately, a strong professional disposition is foundational for creating a safe and supportive space for clients and fostering positive outcomes in the counseling relationship.

Moreover, the development and demonstration of these professional dispositions will be actively measured and assessed throughout the counseling program. Faculty and supervisors will evaluate students' progress in cultivating empathy, active listening skills, cultural competence, and ethical decision-making. Assessment tools may include observations, self-reflection assignments, peer reviews, and formal evaluations during practicum and internship experiences.

This ongoing evaluation process serves to ensure that students are not only acquiring the necessary theoretical knowledge but are also actively embodying the values and skills crucial for effective counseling practice. It provides students with valuable feedback to enhance their self-awareness, refine their professional approach, and address any areas that may require further development. By incorporating continuous assessment, the program aims to produce counselors who not only meet academic requirements but also exemplify the highest standards of professionalism and ethical conduct in their interactions with clients and the broader counseling community.

Professional Dispositions

Integrity: Displays honesty in all situations and interactions; can identify confidential information and maintain confidentiality.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect client care or contribute to threatening or harassing interactions with others.

***Interpersonal relationships*:** Provides support and is empathetic in interactions with peers, clients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

***Initiative*:** Acquires ability to independently identify tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

***Dependability*:** Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

***Attitudes*:** Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

***Function under stress*:** Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

***Appearance*:** Displays appropriate professional appearance and is appropriately groomed.

COUN 597 CPCE Prep
Spring 2024 Calendar

Due Date	Class Discussion	Assignment	CACREP Standards
Week 1 1/18	Introduction to the class and student input		
Module Career Week 2 1/25	Semester Study Plan	10 Questions on Career	
Week 3 2/1	***Career Activity*** Activity: Career Timeline Activity	***Career Section Test***	2.F.4.a-j
Week 4 2/8	***Human Growth*** Activity: Developmental Stages	10 Questions on Human Growth ***Human Growth Section Test***	2.F.3.a-i
Week 5 2/15	***Counseling/Helping Relationships*** Review over Counseling Best Practices	10 Questions on Counseling & Helping Relationships ***Counseling Section Test***	2.F.5.a-n 5.C.1.a,b,c,d 5.C.2.a-i 5.C.3.b
Week 6 2/22	***Group Counseling*** Review Counseling Group Types and Phases	10 Questions - Group ***Group Section Test***	2.F.6.a-h
Week 7 2/29	***Diversity*** Review Cultural Competencies	10 Questions – Diversity ***Diversity Section Test***	2.F.2.a-h 5.C.2.j
Week 8 3/7	***Assessment*** Review Types of Assessments, Steps in Assessment, & Analysis	10 Questions – Assessment ***Assessment Section Test***	2.F.7.a-m 5.C.1.e 5.C.3.a
Week 9 3/14	***Research*** Review Types of Research, Measurements, Results, & Sections of Research Paper	10 Questions – Research ***Research Section Test***	2.F.8.a-j
Week 10 3/21	***Professional Orientation/Ethics*** Review the Professional Identity and Codes of Ethics in Counseling	10 Questions on Professional Orientation/Ethics ***Professional Orientation Section Test***	2.F.1.a-m 5.C.1.a 5.C.2.a,i,k-m 5.C.3.c-e

Week 11 3/28		***Full Practice Exam 1***	2.F.1-8 5.C.1-3
Week 12 4/4		***Full Practice Exam 2***	2.F.1-8 5.C.1-3
Week 13 4/11		**CPCE EXAM April 12th**	
Week 14 4/18	Review of NCE	Practice for NCE	
Week 15 4/25	Review of NCE	Practice for NCE	
Week 16 5/2	Review of NCE	Practice for NCE	

This calendar is an organizational tool but is subject to change based on inclement weather and student needs. Students are required to schedule a class period to talk about research on one of the class topics for the night and schedule another day to present and demonstrate a counseling technique they learned and used with a client.