



## **INTERNATIONAL CENTER FOR URBAN TRAINING**

### **Personal and Professional Growth**

**CAS 006; 4.5 credit hours**

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**April 2010**

## **SYLLABUS**

### ***Course Description***

This course highlights the professional growth of a counselor, certification requirements, and other topics of interest for the aspiring counselor. This course satisfies the California Association of Alcohol and Drug Counselors (CAADAC) educational requirements for certification (4.5-quarter units).

### ***Course Objectives***

Upon course completion, student shall display a fundamental competence and demonstrate necessary abilities in the following areas:

1. Counselor burnout; signs and symptoms; early warning signs; unique needs of the recovering counselor; prevention techniques.
2. Personal and Professional Growth: recognizing personal strengths, limitations and knowledge to promote professional growth; importance of stress management; relaxation techniques; leisure skills, exercise; proper nutritional; time management etc.
3. The recovering counselor: "two hats" and the limitations and liability. (Include ethical situations.)
4. Professional Growth: Ethics and professional conduct/standards; consultations, counselor support and performance; the skills of a successful helper; ongoing education and training; translation of the code of ethics into professional behavior.
5. Certification requirements: Outline and review of the California Certification Board of Alcohol/Drug Counselors (CCBADC) career path. Review the State of California Counselor Regulations and code of conduct.
6. Professional contacts and organizations.

## **Textbook**

### **Required:**

- Beebe, Philip J., *The Codependent Counselor*, 1990, Herald House (may be purchased from: <http://www.relapse.org/custom/cart/edit.asp?p=78652>).

### **Recommended:**

- Yalom, M.D., Irvin D., *The Gift of Therapy*, 2003, Harper Perennial.

## **CLASS POLICIES:**

### **A. Attendance:**

Students are expected to attend and participate in classroom activities as directed.

### **B. Absences**

After three unexcused absences, a student is counseled by the Dean and placed on probation. If the student has another unexcused absence while on probation, the student is counseled again by the Dean and at his/her discretion, may terminate the student. Absences from part of the class period without prior approval from the instructor or Dean are not permitted and can be considered an absence for the entire class period.

### **C. Tardiness**

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate.

- D. **Late assignments:** The student alone is responsible to make arrangements for missed course work and I am under no obligation to assist the student in making up assignments unless the student provides a legitimate reason for the absence (e.g., illness or family emergency. **Assignments submitted after the due date and time will not be accepted unless discussed and prearranged at least one (1) week in advance of the due date.** (However, ANY WORK SUBMITTED EARLY WILL BE APPRECIATED.)

- E. **Cover page:** To safeguard confidentiality please provide a Title Page as a cover for assignments submitted to me.

### **Grading:**

Attendance:	15%
Class Participation:	15%
Journal Writings:	40%
Final	30%

A	94 – 100	B-	80-83	D+	67-69
A-	90-93	C+	77-79	D	64-66
B+	88-89	C	73-76	D-	60-63
B	84-87	C-	70-72	F	00-59

**CLASS DATES:** April 6, 8, 13, 15, 20, 22, 27 and 29, 2010

**CLASS TIMES:** 6:00 PM – 9:45 PM plus lab

**CLASS DAYS:** Tuesday & Thursday

### ***Course Requirements and Assignments:***

#### **Class Participation:**

Each student is required to participate in discussions, offer relevant input and attend the entirety of all class sessions.

#### **Reading:**

Assigned reading is listed in the course outline

Each assignment **should be completed before the class session** so that you will be able to participate in and benefit from the class discussions.

#### **Journal Assignment:**

Each student will keep a journal writing personal insights gained after lecture and discussions in class and from assigned readings. Each journal entry will be a minimum of 2 typed written pages. Every Tuesday the journal writing covering the last 2 class topics will be submitted to the professor.

Each journal entry should include:

1. New awareness's
2. Challenges for me
3. How do I overcome this/these challenge(s)?

#### **Final Exam**

Multiple Choice, True/False, and Fill-in questions

One portion of the final will cover total insights gained from your journal writings.

### **Tentative Course Outline:**

- Apr 6      General Introduction  
 Overview of Course  
 Overview of Syllabus  
 Lecture: The Counselor  
 Read chapter 1
- Apr 8      Review  
 Lecture: Counselor Burnout  
 Read chapter 2
- Apr 13     Review  
 Role-play  
 Lecture: Codependency & the Counselor  
**Assignment due: Journal writing covering Classes 1 & 2**  
 Read chapter 3
- Apr 15     Review  
 Small group discussion  
 Lecture: The Recovering Counselor  
 Read chapter 4
- Apr 20     Review  
 Lecture: Certification  
**Assignment due: Journal writings covering Classes 3 & 4**  
 Read chapter 5
- Apr 22     Review  
 Lecture: The Ethics of Being a Responsible Counselor  
 Vignettes and simulations  
 Read chapter 6
- Apr 27     Lecture: Professional Associations & such  
 Comprehensive review of class material  
 Vignettes and simulations  
**Assignment due: Journal writings covering classes 5 & 6**
- Apr 29     Wrap-up/Discussion  
**FINAL**