



CITYTEAM INSTITUTE

PERSONAL & PROFESSIONAL DEVELOPMENT

JUNE 2018

SYLLABUS

Course Name: Personal & Professional Development
CAS 006; 4.5 Credit Hours

Instructor Name: Angela Aguilar

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Class Dates: June 4th, 6th, 11th, 13th, 18th, 20th, 25th, 27th

Class Times: 6:00 PM – 9:45 PM

Class Days: Tuesdays & Thursdays

Prerequisites: None

Office Hours: It is important to me to be readily available to each of you. My preference is to schedule appointments and to set an agenda in advance – this procedure allows me to be of the most help to you. You can always communicate any questions by email and I will get back to you by end of day.

Course Description

This course is designed to help students become familiar with certification requirements, the professional growth of the counselor, and other areas related to personal wellness. (4.5-quarter units)

Course Goals

1. Introduce students to the signs and symptoms of counselor burnout and compassion fatigue.
2. Assist students with recognizing their own strengths, limitations, biases and prejudices through the use of class instruction and simulations.
3. To introduce the students to the importance of continued education and professional growth development through the use of established ethical and professional standards.
4. To assist the student with an understanding of certification requirements and advancement opportunity.
5. To highlight the importance of joining professional associations.
6. To introduce students to the importance of transcultural competence.



Course Objectives

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

1. Recognize the signs, symptoms and warning signs of counselor burnout and compassion fatigue.
2. Identify personal strengths, limitations, biases and prejudices and utilize this information to promote personal and professional growth.
3. Understand the ethical and professional standards of a counselor, career development and professional support services available.
4. Understand the California system of certification and advancement.
5. Identify professional associations.
6. Understand the importance of cultural competence and knowledge in the professional development of the counselor.

PAPERS:

Write a 1-2 page typed paper summarizing the previous two lectures corresponding to the stated date in the course outline section of your syllabus. Included in your summary are your personal reactions to the topics discussed and how it might impact you in your profession.

NOTE: This is a journal exercise. I want to know *your* thoughts on the topics discussed. Please do not simply restate the lecture.

READING:

Assigned reading Welcome To My World! A week in the life of a substance abuse counselor by Mary Crocker Cook

Each reading assignment **should be completed BEFORE the class session** so that the student will be able to fully participate in and benefit from the class discussions.

CLASSROOM PROCEDURES AND PROTOCOLS:

Simulation: Students are expected to actively participate in discussions and simulation exercises. They are expected to offer help and support to other students during simulations and to provide useful feedback.

Notebooks: Each student will keep a spiral or softbound notebook or journal in which they will write exercises when asked and keep classroom notes. This notebook is intended to be a useful future reference (especially the final exam).

COURSE OUTLINE:

June 4th	General Introduction Overview of the Course	
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	Overview of the Syllabus Lecture: Talk about Self-Assessment Assignment	
June 6th	Review Lecture: Codependency and Attachment (part 1) Read: Don't Leave!!!! Codependency and Attachment	Assignment Due: Self-Assessment
June 11th	Review Lecture: Codependency and Attachment (part 2) Read: Don't Leave!!!! Codependency and Attachment	
June 13th	Review Lecture: <i>Burnout and Fatigue</i> Complete Evaluation: Burnout Assessment	Reflection Assignment Due: Why do I want to work in the field of Recovery?
June 18th	Review Lecture: The healer must continue to heal Role - play	
June 20th	Review Lecture: Strengths, Weakness, and Bias	Treatment Plan Assignment Due
June 25th	<i>Review Class Presentations</i>	
June 27th	Wrap-up/Discussion •• FINAL	Book Report Due



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 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 the instructor is 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.**

E Cover Page:

To safeguard confidentiality please provide a Title Page as a cover sheet for all assignments submitted to the instructor. An example will be provided.

GRADING:

Attendance:	20%
Class Participation:	20%
Assignments:	30%
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