

**HDCF 319 Fall 2007**  
**Theories and Skills for Helping Relationships**  
TR 3:35-4:50pm  
306 Lewis Hall

**Instructor:** Rochelle Nielson, MS  
**Office Hours:** By appointment  
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**Course Description:**

Principles, theories, techniques, and educational methods of the helping relationship as they apply to nutrition and HHD majors. Emphasis will be on understanding and developing effective communication, listening and interviewing skills.

**Text:**

Poindexter, C.C. and Valentine, D. P. (2007). *An Introduction to Human Services: Values, Methods and Populations Served* (2nd Edition). Thomson Brooks/Cole: Belmont, CA.

Remen, R. N., (1996). *Kitchen Table Wisdom* (1<sup>st</sup> Edition). Riverhead Books/The Berkley Publishing Group: New York.

**Course Objectives:** Upon successful completion of this course, students will be able to:

1. Successfully conduct an assessment interview.
2. Demonstrate skill in helping clients identify problems, goals, and solutions.
3. Understand and practice specific skills, such as active listening, reflecting, summarizing, etc.
4. Understand the process of behavioral change.
- 5 Recognize and interpret client readiness for change.
6. Assess ethical issues in the helping process.
7. Develop self-awareness of one's own reaction to relationship dynamics such as conflict, emotional expression, resistance, etc.

**Class Protocol:**

Students are expected to show respect for each other and the instructor. Students will be practicing helping skills with each other. Sensitive information may arise, and will be treated with the utmost respect and confidentiality.

**Attendance:**

Attendance in class is expected. A large portion of your grade will depend on in-class experiences. Points are assigned for participation in various class activities. Excused absences are for a death in the family, illness with a verified medical excuse, or a University sanctioned event ONLY. Please notify the instructor by email in case of a death in the family.

**Exams and Assignments**

Exams must be taken when scheduled unless otherwise arranged. Written assignments are expected on the date due. Assignments performed in class are due that day.

**Course Assignments:**

1. Exams (50 points each)

Three exams will be given during the semester. Exams may be a combination of multiple choice, fill in the blank, short answer, and essay questions. They are not cumulative.

2. Participation (10 points each)

Students will receive points six times during the semester for participating in various activities, including practicing helping skills. An example of what is expected will be demonstrated in class.

3. Pearls (20 points each)

Also, throughout the semester, eight brief papers (typed, one page, double spaced, 12-point font) called “Pearls,” will be due as indicated in the syllabus on various topics. The details of each Pearl will be explained in class and students will be responsible for obtaining the information from another student if they miss the instructions. Pearls must be handed in on the due date unless prior arrangements have been made.

3. Personal Journal (30 points).

For a one-week period, students will keep a daily journal of their thoughts, emotions, personal problem solving, crisis management, or a personal experience with behavior change. This is not an account of your schedule. Detail is expected. This is a tool you may use with your clients, so it is important to fully participate in the assignment. It would be helpful if this paper were typed, but neatly hand-written journals will be accepted. Details of the assignment will be sent out via the listserv.

4. Skills practicum (100 points)

This will be done with a partner. Students will role-play the helper/client relationship to demonstrate their ability to perform an intake interview. Students will be graded on their ability to utilize the skills covered in class.

**Final Semester Grades**

This course is based on a ten-percentage point scale (90-100%=A. etc.) Final grades are based on total points earned.

Exams (50 points each)	150		90-100%	A	448-500 points
Participation(10 points each)	60		80-89%	B	400-447 points
Pearls (20 points each)	160		70-79%	C	350-399 points
Journal	30		60-69%	D	300-349 points
<u>Skills practicum</u>	<u>100</u>		Below	F	Below 299
Total	500				

**Course Policy:**

There are several mechanisms of communication that students can use:

1. *Read your syllabus thoroughly!* (Most of your answers are in the syllabus.)
2. Attend class--changes in schedules/announcements frequently occur during class.
3. Appointments with instructor.
4. E-mail ([rochellenielson@yahoo.com](mailto:rochellenielson@yahoo.com)).
5. Leave a message on voice mail (*this should be used after all of the above have been exhausted or in cases of emergencies*)

**Collaboration:**

University policy states that, unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

**Plagiarism:**

Plagiarism, using the work of another person and submitting it as your own, is strictly forbidden. Plagiarism includes the work of your fellow students (even inadvertent or unintentional misuse) as well as published materials. The guidelines of MSU's Academic Integrity Guidelines (*MSU 2006-2008 Undergraduate Bulletin*) will be followed in cases of academic dishonesty. These include the assignment of the professional penalty of "F" for the assignment and/or the course and report of the offenses to the appropriate office. If you have any questions about using and citing sources, you are expected to ask for clarification.

**Academic Misconduct:**

Section 420 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions, or facilitating others' misconduct. Possible sanctions for academic misconduct range from an oral reprimand to expulsion from the university.

**Electronic Communication:**

All students enrolled in this course are AUTOMATICALLY added to a listserve using your MSU MYPORTAL email address. The syllabus, assignments, and other relevant course material will be sent out via the listserve. MSU policy states, "students are expected to check their email no less frequently than twice a week in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time critical. 'I didn't check my email', failed delivery of forwarded mail, and non-delivery of forwarded email because the student's mailbox is full, or because the student entered an erroneous address into Banner are not acceptable excuses for missing official University communications via email". You may review the entire policy at [www.montana.edu/legalcounsel/student\\_email\\_policy.htm](http://www.montana.edu/legalcounsel/student_email_policy.htm)

If you have questions regarding the listserve, please contact the Information Technology Center (ITC) at 994-1777.

**Students with Disabilities**

If you have a documented disability for which you are or may be requesting an accommodation(s), you are encouraged to contact your instructor and Disabled Student Services as soon as possible.

**My commitment to you:**

I am committed to assisting you in completing the requirements of this course and performing to the best of your ability on the examinations and written assignment. I encourage you to discuss the course content and examinations with me at any time during the semester. My office is open to you, although my other professional responsibilities will limit my availability. I encourage you to see me when you have questions about the course or the assignments. I also encourage you to share with me any feelings (both positive and negative) or concerns you may have about this course, the assignment, or the teaching style. I value your input at all times.

# Tentative Class Schedule

<u>Date</u>	<u>Topic</u>	<u>Reading Assignment</u>
<b>August</b>		
28	Introduction to Course	
30	“What does it mean to be a helper?”	Chapter 1
<b>September</b>		
4	Attitudes & Values of Helping, <b>Motivation Pearl Due</b>	Chapter 2
6	The Helping Relationship: EMPATHY	Chapter 4
11	The Helping Relationship: EMPOWERMENT & VALIDATION	Chapter 4 KTW p 1-31
13	Conflict Management, <b>Populations Pearl Due</b>	KTW p 33-71
18	Conflict style & management	KTW p 73-102
20	Active Listening Skills: Listening, attending, clarifying <b>Conflict Pearl Due</b>	Chapter 5
25	Active Listening Skills: Leading, questioning, & focusing	Chapter 5 KTW p 103-135
27	Active Listening Skills: Reflecting and challenging <b>Interview Pearl Due</b>	Chapter 5 KTW p 137-166
<b>October</b>		
2	Active Listening Skills: Interpreting, information giving, & summarizing	Chapter 5
4	The Helping Interview, <b>Listening Pearl Due</b>	Chapter 6
9	<b>EXAM 1</b> (Covering chapters 1,2, 4-6 & class info, including guest speakers)	
11	Skills practicum (peer reviewed), <b>Start Journal</b>	
16	Skills practicum (professional review)	
18	Crisis Intervention, <b>Journals Due</b>	Chapter 7
23	Working with Loss & Grief	Chapter 17
25	Ethics, <b>Loss Pearl Due</b>	Reading TBA
30	Awareness of Others: Addressing Oppression & Culture	Chapter 3

Date	Topic	Reading Assignment
<b>November</b>		
1	Family System Theories/Counseling <b>Journal Summary Due</b>	Chapter 9
6	Counseling Theories	Reading TBA
8	Counseling Theories, “Traps” <b>Pearl Due</b>	Reading TBA
13	Counseling Theories, Application	Reading TBA
<b>15</b>	<b>Exam 2</b> (Covering chapters 3, 7, & 17, additional readings, guest speakers)	
20	Attention to Self: Self-Care	Chapter 18
<b>November 21-23</b>	<b>THANKSGIVING HOLIDAY</b>	<b>NO CLASSES</b>
27	Motivational Interviewing <b>Case Study Pearl Due</b>	Reading TBA
29	Motivational Interviewing	Reading TBA
<b>December</b>		
4	Positive Behavior Change	
6	Alternative/Complementary helping styles	
<b>FINAL EXAM</b>	<b>DECEMBER 10<sup>th</sup> 12:00-1:50pm</b> (Covering class information since Exam 2, including chapter 18, readings on Motivational Interviewing, and information from guest speakers)	