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| **PROFESSOR:**        | **PHONE NUMBER:**        |
| **OFFICE LOCATION:**        | **E-MAIL:**        |
| **OFFICE HOURS:**        | **SEMESTER:**        |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**HUS 2302 TECHNIQUES OF INTERVIEWING (3 CREDITS)**

In this course, students will learn interviewing, data gathering, observing, diagnostic assessment, treatment planning, and intervention skills for use in the counseling and human services profession. Case management and personal ethics will be included. This course will include dealing with clients of all ages and ethnicities. The human services professional works using a team approach to providing care. The role and interactions in the team will also be studied.

1. **PREREQUISITES FOR THIS COURSE:**

(HUS 1001 or SOW 2031) with a grade of “C” or better

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.
* Introduction: Foundations of interviewing and counseling
* Multicultural competence, ethics, positive psychology, and resilience
* Attending, empathy, and observation skills
* Questions
* Encouraging, paraphrasing, and summarizing
* Observing and reflecting feelings
* How to conduct a five-stage counseling session using only listening skills
* Focusing the interview
* Empathic confrontation
* Reflection of meaning and interpretation/reframing
* Empathic self-disclosure and feedback
* Directives
* Skill integration through examining your own session, treatment plans, and case management
* Crisis counseling and assessing suicide potential
* Determining personal style in a world of multiple theories
1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.** **General Education Competencies and Course Outcomes**

Listed here are the outcomes/objectives assessed in this course which play an integral part in the student’s general education along with the general education competency they support.

  General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency:

* Show knowledge and skills to analyze and assess the needs of clients or clients’ groups as they relate to basic counseling skills.

**B.** **Other Course Objectives/Standards**

* Discuss the context and role of diversity (including, but not limited to ethnicity, culture, gender, sexual orientation, learning styles, ability, and socio-economic status) in determining and meeting human needs as it relates to basic counseling skills.
* Demonstrate ability to obtain, synthesize, and clearly report information from various sources as it relates to basic counseling skills.
* Explain the importance of upholding confidentiality and using appropriate means to share information as it relates to basic counseling skills.
* Describe theory and knowledge bases of prevention, intervention, and maintenance strategies to achieve maximum autonomy and functioning as they relate to basic counseling skills.
* Demonstrate ability to clarify client expectations as they relate to basic counseling skills.
* Model establishing rapport with clients as it relates to basic counseling skills.
* Illustrate client self-determination as it relates to basic counseling skills.
* Discuss strategies for self-care as it relates to basic counseling skills.
1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu.  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

The following Social Distancing Guidelines must be included in ALL syllabi:

Students must follow the social distancing guidelines as elaborated by the faculty to include following any and all directions for seating and moving around the classroom. Properly worn face coverings (shielding nose and mouth) are required in classrooms.  Social distancing, face coverings and good hygiene (specifically hand washing) are critical elements for safety of all. Students enrolled in classes where close contact between persons is likely may have additional Personal Protective Equipment (PPE) requirements on campus and in clinical sites as elaborated by the course instructors. Absolutely no eating or drinking is permitted in the classrooms. The College is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford individuals with disabilities equal opportunity to access its programs, services, and activities.