# Course Schedule

Important: **ALL TIMES EASTERN** - Please see the [University Policies](#) section of your Syllabus for details

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Topic(s)</th>
<th>Activities and Assignments</th>
<th>End/Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Introduce Yourself</strong></td>
<td></td>
<td>Ungraded</td>
</tr>
<tr>
<td>Week 1</td>
<td>Module 1</td>
<td>CASW Code of Ethics</td>
<td>Introduction to SOCWK 220R / SWREN 220R</td>
<td>Activity 1</td>
<td>March 23, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ethical dilemmas in social work practice, and a decision making model (to manage dilemmas)</td>
<td>Activity 2</td>
<td>Tuesday, May 10, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activity 3</td>
<td>Tuesday, May 10, 2022 at 4:00 PM</td>
</tr>
<tr>
<td>Week 2</td>
<td>Module 2</td>
<td>Ecological Systems’ Theory</td>
<td>Introduction to Generalist Eclectic Direct Social Work Practice</td>
<td>Activity 1</td>
<td>Tuesday, May 17, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Discussions:</td>
<td>Activity 2</td>
<td>Tuesday, May 17, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activity 3</td>
<td>Monday, May 24, 2022 at 4:00 PM</td>
</tr>
<tr>
<td>Week 3</td>
<td>Module 3</td>
<td>The Strengths Perspective</td>
<td>Common Factors theory</td>
<td>Activity 1</td>
<td>Monday, May 24, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Important aspects of the worker-client experience</td>
<td>Discussions:</td>
<td>Activity 2</td>
<td>Monday, May 24, 2022 at 4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activity 3</td>
<td>Monday, May 24, 2022 at 4:00 PM</td>
</tr>
<tr>
<td>Week 4</td>
<td>Module 4</td>
<td>Motivation</td>
<td>Communication</td>
<td>Discussions:</td>
<td>Activity 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Problem solving</td>
<td>Activity 2</td>
<td>Monday, May 30, 2022 at 4:00 PM</td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
<td>There is no new content this week.</td>
<td>Assignment 1</td>
<td></td>
<td>Friday, June 3, 2022 at 4:00 PM</td>
</tr>
</tbody>
</table>

Assignment questions will be released from the dropbox on Wednesday, May 25, 2022 at 12:00 a.m.

Monday, June 13,
<table>
<thead>
<tr>
<th>Week 6</th>
<th>Module 5</th>
<th>Introduction/overview of basic, multiculturally sensitive counselling skills</th>
<th>Activity 1</th>
<th>Monday, June 13, 2022 at 4:00 PM</th>
<th>2%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Attending and empathy skills</td>
<td>Activity 2</td>
<td>Monday, June 13, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 3</td>
<td>Monday, June 13, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 1</td>
<td>Monday, June 20, 2022 at 4:00 PM</td>
<td>2%</td>
</tr>
<tr>
<td>Module 6</td>
<td>Observation skills</td>
<td>Discussions:</td>
<td>Activity 2</td>
<td>Monday, June 20, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 7</td>
<td>Module 7</td>
<td>Questions - Opening communication</td>
<td>Activity 1</td>
<td>Monday, June 20, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 2</td>
<td>Monday, June 20, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Module 8</td>
<td>Active listening skills</td>
<td>Discussions:</td>
<td>Activity 1</td>
<td>Monday, June 27, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 8</td>
<td>Module 9</td>
<td>Noting and reflecting feelings</td>
<td>Activity 1</td>
<td>Monday, June 27, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 2</td>
<td>Monday, June 27, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Module 10</td>
<td>The 5-stage interview process</td>
<td>Activity 1</td>
<td>Monday, June 27, 2022 at 4:00 PM</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td></td>
<td></td>
<td>Activity 2</td>
<td>Monday, June 27, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 10</td>
<td></td>
<td>There is no new content this week.</td>
<td>Assignment 2</td>
<td>Friday, July 15, 2022 at 4:00 PM</td>
<td>40%</td>
</tr>
<tr>
<td>Week 11</td>
<td>Module 11</td>
<td>Counselling the culturally diverse</td>
<td>Assignment 3</td>
<td>Monday, July 18, 2022 at 4:00 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 12</td>
<td></td>
<td>There is no new content this week.</td>
<td>Assignment questions will be released from the dropbox on Wednesday, July 13, 2022 at 12:00 AM.</td>
<td>Friday, July 22, 2022 at 4:00 PM</td>
<td>15%</td>
</tr>
</tbody>
</table>
Contact Information

Announcements

Your instructor uses the **Announcements** widget on the **Course Home** page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed.

You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

Discussions

A **General Discussion** topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

Contact Us

**Who and Why**

**Post your course-related questions** to the **Ask the Instructor** discussion topic*. This allows other students to benefit from your question as well.

**Questions of a personal nature** can be directed to your instructor.

**Instructor and TA**

- Course-related questions (e.g., course content, deadlines, assignments, etc.)
- Questions of a personal nature

  Instructor: Jon Boyd
  jaboym@uwaterloo.ca

Your instructor checks email and the **Ask the Instructor** discussion topic* frequently and will make every effort to reply to your questions within 24–48 hours.
Technical Support, Centre for Extended Learning

- Technical problems with Waterloo LEARN

Include your full name, WatIAM user ID, student number, and course name and number.

Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

learnhelp@uwaterloo.ca

Learner Support Services, Centre for Extended Learning

- General inquiries
- Examination information

Include your full name, WatIAM user ID, student number, and course name and number.

IST Knowledge Base: For Students
Student Resources
extendedlearning@uwaterloo.ca

*Discussions can be accessed by clicking Connect and then Discussions on the course navigation bar above.
Course Description and Learning Outcomes

Course Description

Through the utilization of readings and videos, lectures and discussions, activities and assignments, students will gain knowledge and skills regarding the Canadian Association of Social Workers’ Code of Ethics (2005); various theoretical frameworks guiding counselling practice; and basic multicultural sensitive counselling skills.

Learning Outcomes

By the end of this course, students will be able to:

1. Describe and demonstrate social work values and principles, and their application to ethical counselling practice (readings, discussion, written assignments, activities, and journaling).

2. Identify, summarize, and appraise various theoretical frameworks that guide the practice of counsellors (assignment, discussion, activities, and client scenarios provided by the instructor).

3. Develop and engage in basic, multicultural sensitive, counselling skills according to the Ivey model /and Sue and Sue (readings, discussion, viewing counselling videos, assignments, and activities).

4. Demystify the behaviors of a successful counselling session to become a collaborative problem solving conversationalist (view previous student role play counselling video; create own role play counselling video; and, write personal reflections about your experience completing this task).

This online course was developed by Jon Boyd, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.
About the Course Author/Instructor

Professional Background

Jon Boyd has been a part-time instructor at Renison College, University of Waterloo since 1985. He is also a part-time instructor in the M.S.W. program at Wilfrid Laurier — Lyle S. Hallman Faculty of Social Work. He teaches courses in individual, family, and group therapy, as well as lifespan development. In addition, Jon maintains a small private practice, and is an approved adoption practitioner completing parenting assessments in Southern Ontario.

Educational Background

Jon completed his undergraduate degree (Bachelor of Arts — English) at the University of Guelph in Guelph, Ontario, and his M.S.W. degree from Wilfrid Laurier University in Waterloo, Ontario.
Materials and Resources

Textbooks


For textbook ordering information, please contact the W Store | Course Materials + Supplies.

For your convenience, you can compile a list of required and optional course materials through BookLook using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders CANNOT be taken over the phone.

Course Reserves

Course Reserves can be accessed using the Library Resources widget on the Course Home page.

Resources

- Library services for co-op students on work term and extended learning students
Grade Breakdown

The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Discussion Forum Participation (Individually graded)</td>
<td>25%</td>
</tr>
<tr>
<td>Assignment 1: Social Work Code of Ethics and Theoretical Framework</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 2: Written Analysis</td>
<td>15%</td>
</tr>
<tr>
<td>Assignment 2: Video Submission</td>
<td>25%</td>
</tr>
<tr>
<td>Assignment 3: Diversity and Counselling</td>
<td>15%</td>
</tr>
</tbody>
</table>

Official Grades

Official Grades and Academic Standings are available through [Quest](#).
Late Assignments and Related Concerns

Assignments and discussion activities are due by the deadline that appears on the course schedule. Contact your instructor before the due date if you have a question or concern.
University Policies

Submission Times

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

Missed Assignments/Tests/Quizzes

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form.

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

Missed Final Examinations
Your faculty determines academic accommodation; therefore we advise you to speak with your professor if you anticipate being unable to fulfill academic requirements due to illness or other extenuating circumstances.

Further information about Examination Accommodations is available in the Undergraduate Calendar.

**Academic Integrity**

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

**Turnitin**

**Turnitin.com:** Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of
term or at the time assignment details are provided, wish to submit the alternate assignment.

**Turnitin® at Waterloo**

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**Discipline**

A student is expected to know what constitutes [academic integrity](#) to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

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**Appeals**

A decision made or penalty imposed under [Policy 70 - Student Petitions and Grievances](#), (other than a petition) or [Policy 71 - Student Discipline](#), may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

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**Grievance**

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4. When in doubt please be certain to contact the department’s administrative assistant who will provide further assistance.

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**Final Grades**
In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

AccessAbility Services

AccessAbility Services, located in Needles Hall, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn’s Accessibility Standards Compliance.

Use of Computing and Network Resources

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

Copyright Information

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Other Sources

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or extendedlearning@uwaterloo.ca.