## Course Schedule

**IMPORTANT: ALL TIMES EASTERN** - Please see the University Policies [/d2l/common/dialogs/quickLink/quickLink.d2l?ou=672069&type=content&rcode=uWaterloo-2685040] section of your Syllabus for details

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Readings and Other Assigned Material</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>Introduce Yourself</td>
<td>Monday, May 17, 2021 at 11:55 PM</td>
<td>Ungraded</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assignment 1</td>
<td>Monday, May 17, 2021 at 11:55 PM</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reflection 1</td>
<td>Monday, May 17, 2021 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reflection 2</td>
<td>Tuesday, May 25, 2021 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reflection 3</td>
<td>Monday, May 31, 2021 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 4</td>
<td>Module 4: Getting Started, Basic Skills for Group Leaders, and Focus</td>
<td>Textbook, Chapter 5, 6, and 7.</td>
<td>Assignment 4</td>
<td>Monday, June 7, 2021 at 11:55 PM</td>
<td>5%</td>
</tr>
<tr>
<td>Week 5</td>
<td>Module 5: Cutting off and Drawing Out Group Members; The Use of Rounds and Dyads in Group Counseling</td>
<td>Textbook, Chapter 8 and 9.</td>
<td>Reflection 4</td>
<td>Monday, June 7, 2021 at 11:55 PM</td>
<td>1%</td>
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</tr>
<tr>
<td></td>
<td>Textbook, Chapter 12 and 15.</td>
<td>Reflection 6</td>
<td>Monday, June 21, 2021 at 11:55 PM</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Module 7: Leading the Middle Stage of a Counseling Group, Closing a Session, and Ending a Group</td>
<td>Textbook, Chapter 12 and 15.</td>
<td>Reflection 7</td>
<td>Monday, June 28, 2021 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 10</td>
<td>There is no new content this week.</td>
<td>Assignment 6</td>
<td>Monday, July 19, 2021 at 11:55 PM</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assignment 7: Group Planning</td>
<td>Assignment 7: Group Planning</td>
<td>Friday, July 23, 2021 at 11:55 PM</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>There is no new content this week.</td>
<td>Assignment 8: Group Rating</td>
<td>Monday, July 26, 2021 at 11:55 PM</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>
Week 12: There is no new content this week.

<table>
<thead>
<tr>
<th>Assignment 9</th>
<th>SOCWK 221R Online</th>
<th>University of Waterloo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 3, 2021 at 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 10</td>
<td>Friday August 6, 2021 at 11:55 PM</td>
<td>10%</td>
</tr>
</tbody>
</table>

There is no final examination for this course.

Official Grades and Course Access
Official Grades and Academic Standings are available through [Quest](https://uwaterloo.ca/quest/).
Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.

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** 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

<table>
<thead>
<tr>
<th>Who and Why</th>
<th>Contact Details</th>
</tr>
</thead>
</table>

Generated by Centre for Extended Learning
Created 25/05/2021
Instructor

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

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

Instructor: Jon Boyd
jaboyd@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, Monday to Friday.

Technical Support
Centre for Extended Learning
- Technical problems with Waterloo LEARN

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

LEARN Help Student Documentation (https://uwaterloo.ca/learn-help/students)

Learner Support Services, Centre for Extended Learning
- General inquiries
- WatCards (Student ID Cards)
- Examination information

Learnhelp@uwaterloo.ca (mailto:learnhelp@uwaterloo.ca?body=Name:%20%0D%0AUser%20ID:%20%0D%0ACourse:)

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

Course Description and Learning Outcomes

Course Description

Through readings and videos, lectures and discussions, activities and assignments, students will gain knowledge and skills about Indigenous healing circles, group counseling strategies and skills, and effective team functioning.

Learning Outcomes

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

- recognize and describe Indigenous healing circles, why they are effective, and how they have influenced modern group counseling
- describe group counseling strategies and skills, and teamwork principles and practices
- examine the processes that enable group counseling and teamwork to be effective
- plan and prepare a successful plan for a counseling group

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

Course Author and Instructor – Jon Boyd

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 Master of Social Work program at Wilfrid Laurier University. 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 MSW degree from Wilfrid Laurier University in Waterloo, Ontario.

Materials and Resources

Textbook(s)

Required


For textbook ordering information, please contact the W Store | Course Materials + Supplies (https://wstore.uwaterloo.ca/).

For your convenience, you can compile a list of required and optional course materials through BookLook (https://wstore.uwaterloo.ca/course-materials/my-booklook.html) 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.
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>Reflections (9 x 1%)</td>
<td>9%</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>5%</td>
</tr>
<tr>
<td>Assignment 2: Group Discussion</td>
<td>15%</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>3%</td>
</tr>
<tr>
<td>Assignment 4</td>
<td>5%</td>
</tr>
<tr>
<td>Assignment 5</td>
<td>3%</td>
</tr>
<tr>
<td>Assignment 6</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 7: Group Planning</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 8: Group Rating</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 9</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 10</td>
<td>10%</td>
</tr>
</tbody>
</table>

Course and Department Policies

Late Assignments and Related Concerns

All assignments and discussion activities are due by the deadline specified on the Course Schedule (/d2l/common/dialogs/quickLink/quickLink.d2l?ou=672069&type=content&rcode=uWaterloo-2685035). 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 (http://www.worldtimeserver.com/convert_time_in_CA-ON.aspx).

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 (https://uwaterloo.ca/campus-wellness/health-services/student-medical-clinic).

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 (https://uwaterloo.ca/registrar/current-students/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 fulﬁl academic requirements due to illness or other extenuating circumstances.

Further information about Examination Accommodations (http://ugradcalendar.uwaterloo.ca/page/Acad-Regs-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 (https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial) and graduate students should see the Graduate Students and Academic Integrity (https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/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 (http://uwaterloo.ca/academic-integrity/).
**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](https://uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitinr-waterloo)

**Discipline**

A student is expected to know what constitutes academic integrity (http://uwaterloo.ca/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 (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71). For typical penalties, check Guidelines for the Assessment of Penalties (https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-penalties).

**Appeals**

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70), (other than a petition) or Policy 71 - Student Discipline (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71), 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 (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72).

**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 (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70), Section 4. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

**Final Grades**

In accordance with Policy 46 - Information Management (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policies/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 (https://uwaterloo.ca/quest/) to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

**AccessAbility Services**

AccessAbility Services (https://uwaterloo.ca/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) (http://www.ontario.ca/laws/statute/05a11) are guided by University of Waterloo accessibility Legislation (https://uwaterloo.ca/human-resources/accessibility/legislation) and policy and the World Wide
Use of Computing and Network Resources


Copyright Information

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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 (mailto:extendedlearning@uwaterloo.ca).