Instructor:  Chesly Herd, M.Ed., LPC, LCDC – ADAC Program Director  
E-mail:  cherd@midland.edu  
Office:  Science-Faculty 128  
Phone:  (432) 685-4729

Course Description
Exploration of group counseling skills, techniques, and stages of group development.  
This course will introduce the student to the patterns and dynamics of group interactions.  The focus includes group counseling skills, techniques, and stages of group development.  Case management and record keeping skills regarding group are also included.  
*The lab portion of this course requires three hours of lab participation per week.

Required Text/s:  

Course Objectives
Students will:  
• Identify issues of confidentiality and ethics and their application to the group process;  
• Describe group leadership styles;  
• Demonstrate group management skills;  
• Define and use terminology related to the group process  
• Differentiate between types of groups  
• Describe the basic stages of the group process;  
• Cite examples of client documentation and use of record keeping skills.

Requirements
Students will:  
1.  Attend all classes and participate in discussions and activities  
2.  Attend a minimum of three hours of lab per week  
3.  Complete reading assignments and study the material prior to class meetings  
4.  Complete out-of-class assignments  
5.  Keep a documentation journal  
6.  Take exams  
7.  Practice professional conduct and ethics  
8.  Practice respectful learning exchanges
**Classroom Policies**

All students are required to come to class **prepared**, which means having assignments completed **prior to class**, not in class. All assignments shall be typed and presented in a professional manner and turned in **ON TIME**. The student is ultimately responsible for his/her own learning and professional growth, what you put into it is what you will get out of it! It is your responsibility to conduct a realistic self-appraisal of what you personally need to master and how you can best attain it. **Challenge yourself to grow as an individual and a professional.** Please respect the confidentiality of the classroom and discussions that are held.

**Evaluation**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade Range</th>
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</thead>
<tbody>
<tr>
<td>Lab</td>
<td>20%</td>
<td>A = 90 – 100%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
<td>B = 89 – 80%</td>
</tr>
<tr>
<td>Attendance /Participation</td>
<td>40%</td>
<td>C = 79 – 70%</td>
</tr>
<tr>
<td>Final Project</td>
<td>20%</td>
<td>D = 69 – 60%</td>
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<td></td>
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<td>F = 59% or less</td>
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**ADA Statement:**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible. These conditions may include documented physical or educational disabilities. Please be aware that services of accommodations are not automatic. Each student must request them and secure the proper authorizations.

Dr. Margaret Wade, Division Dean       685-4615       Office 125 Science Faculty
Mrs. Brenda Smith, Division Secretary  685-6413       Office 124 Science Faculty