



TEXAS A&M UNIVERSITY SAN ANTONIO

EDHS 3332 Interpersonal Skill Development Fall 2026

**College of Education and Human Development
Department of Counseling, Health & Kinesiology**

Course Information

Instructor: Gillian Rodriguez, MA, LPC

Meeting Day & Time: Tuesdays and Thursdays, 9:30 a.m. – 10:45 a.m. CST

Location: Business Library Hall Room 262

Contact Information: grodriguez@tamusa.edu

Student Hours: By appointment in-office or online

Office Location: Classroom Hall Building Office 214K

Required Textbooks

Title: The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping, 11th Edition | Copyright 2019

Author: Egan, G., & Reese, R.

Publisher: Cengage Learning

ISBN: 978-1-305-86571-6

Title: Basic Attending Skills: Foundations of Empathic Relationships and Problem Solving, 6th Edition | Copyright 2018

Author: Ivey, A., Packard, N., & Ivey, M.

Publisher: Cognella Academic Publishing

ISBN: 978-1-5165-8629-5

Title: Ethical Standards for Human Services Professionals

Author: National Organization for Human Services (NOHS)

Publisher: National Organization for Human Services, adopted 2024

Access Program: Available at no cost at <https://www.nationalhumanservices.org/ethical-standards/>. A printer-friendly PDF is linked on that page.

Course Description

This 3-hour course will provide students with the skills necessary to develop strong working relationships. They will learn a variety of models of interpersonal relationships. There will be a focus on development of skills essential for effective communication.

Student Learning Outcomes

At the successful completion of this course:

1. Students will describe the fundamental concepts of interpersonal communication and the theory and knowledge base of the helping relationship, including the problem-management and opportunity-development model.
2. Students will demonstrate the verbal and non-verbal attending behaviors that establish rapport with clients, including eye contact, body language, vocal qualities, and verbal tracking.
3. Students will apply the basic listening sequence, including open and closed questions, encouraging, paraphrasing, summarizing, and reflection of feeling, to assess and analyze the needs of a client through observation, interviewing, and active listening.
4. Students will conduct a structured client interview that develops goals, designs and implements a plan of action, and evaluates outcomes, applying supportive challenging and confrontation skills where appropriate.
5. Students will explain and apply the values and ethical standards outlined by the National Organization for Human Services and the Council for Standards in Human Service Education, including client self-determination, confidentiality, and appropriate professional boundaries, and will clarify expectations and deal effectively with conflict within the helping relationship.
6. Students will examine their own values, reaction patterns, and interpersonal style through recorded practice and growth-based review of their skills, and will apply strategies for self-care as emerging human services professionals.

Course Assignment Grading Scale

The assignments for this course have been developed to estimate the progressive acquisition of learning and provide evidence of student learning outcomes. Descriptions of the assignments and their related submission portals are provided within your Blackboard learning environment.

Overview of Assignments	Related Points (%)	Supports SLO(s)
Discussion Video Chats (4)	20%	1, 2, 3, 6
Mid-Term Examination	15%	1, 2, 3

Overview of Assignments	Related Points (%)	Supports SLO(s)
Recording Project	30%	3, 4, 5, 6
Final Examination	20%	1, 3, 4, 5
Class Participation	15%	2, 5
TOTAL	100 (100%)	

Table: Overview of Assignments, Related Points (percent), and Supported Student Learning Outcomes (SLOs).

Final Grade Allocation Criteria

Total Points Earned	Letter Grade
90–100	A
80–89	B
70–79	C
60–69	D
Below 60	F

Table: Final Grade Allocation Criteria.

Description of Course Assignments

All assignments are due on Fridays by 11:59 p.m. CST and submitted online via Blackboard, unless otherwise noted. Questions should be asked ahead of the due date either during class, office hours, or via email.

Class Participation

Since this is an interactive course based on interpersonal skill development, your participation is measured by attendance, in-class participation, and engagement with the course material. Skills practice happens in class and cannot be made up asynchronously, so consistent attendance is the primary way this grade is earned. Blackboard analytics provides a generous monitor of clicks, session duration, and other insights to help faculty determine student interaction with the learning material. This assignment is worth 15% toward your overall course grade.

Discussion Video Chats

You will be randomly assigned to a group via Blackboard. The group will meet online via Microsoft Teams or Zoom at a day and time mutually agreed upon between group members. One student will send the Teams meeting invitation, begin the meeting, and

ensure the meeting is recorded. The student will record a 15–20-minute video chat wherein all students within the group will respond to the prompt for that chat. Once the meeting is concluded, locate the meeting transcript in your OneDrive. Then upload a copy of the transcript into the assignment opened in Blackboard. Each student participant's name must be visible in the meeting transcript in order to receive credit for the assignment. Cameras must be on for the meeting and students visible in the recording. Discussion should be organic and free-flowing, but maintain focus and intention on the prompt.

Please refer to the "How-To Guide: Video Discussion Chats" in Blackboard for detailed information on using Microsoft Teams for this purpose.

Your individual grade will be based on your participation within the group as reflected in the transcript that you upload. Each video chat is worth 5% of your overall course grade, and there are a total of four video chats this semester, producing 20% of your overall course grade.

Discussion Video Chat #1

Mental health professionals are often told, "Why is it so expensive to come talk to you when all you do is sit there? Therapy isn't real work." Now that you have an introductory understanding of specific attending skills:

- Discuss as a group whether the statement above is true or false. Reflect on what it means to be an attending professional, including how you might use an ever-growing skillset to reply to such a statement.
- Each group member must bring ONE professional, peer-reviewed journal article about attending skills and a helping profession of their choice (e.g., counseling and creating empathy), and cite it aloud during the chat.

Discussion Video Chat #2

In our daily lives, we encounter basic attending skills without realizing it. For example, when a grocery store employee asks, "How can I help you?" they are asking an open-ended question.

- Before this chat, spend a day simply taking note of basic attending skills that you observe and that you use.
- During the chat, take the group through your day, describing the basic attending skills you observed happening around you and the ones you used yourself to interact with others.

Discussion Video Chat #3

One of the skills outlined in "The Basic Listening Sequence" is reflection of feeling. This skill is used when a listener takes the information shared by the speaker, interprets the emotion associated, and then returns or "reflects" the emotion back to the speaker.

- In this chat, describe a time when active listening and reflection of feeling helped them feel understood as an individual. What made it effective?

- As a group, identify and discuss the specific skills at work in each account shared.

Discussion Video Chat #4

Reflecting on our time together, use this chat to share what you have learned in this class.

- Begin with your initial understanding and impressions of interpersonal skills coming into this class, and what your goals were for development.
- Then share what you learned, what challenged you, and what you have gained because of this course.

Mid-Term Examination

Your midterm examination will consist of 30 multiple-choice (2 points each) and 4 short-answer (10 points each) items from Basic Attending Skills Chapters 1–5, The Skilled Helper Chapters 1–6, in-class lecture material, and slides. Please allow a minimum of two hours to complete your exam. The exam will be administered via Blackboard asynchronously on the date assigned, open for a full 24 hours, and closes at 11:59 p.m. CST. Each exam will have one attempt and questions will be displayed one at a time. Once a question is answered, it may not be revisited. Students who have DSS accommodations should refer to the DSS policies regarding exams and are encouraged to proactively communicate needs with faculty. This exam is worth 15% toward your overall course grade.

Recording Project

You will work in your assigned discussion groups to record a 10-minute mock session. You may do this virtually or in person. One person will play the role of the human services professional, one person will play the client, and one person will be the 'observer.' Each student must be the Human Service Professional at least once, meaning you will go through this exercise a total of three times (rotating roles).

The student in the client role will choose ONE of the four approved topics below.

These topics give the session enough real content to practice attending and listening skills, while keeping the conversation within a range that is appropriate to record, submit, and review as coursework:

- **Your perspectives on stress, time management, and balancing college, personal, and professional life**
- **Your perspectives on an experience that inspired you to go into Human Services (must be class appropriate)**
- **Your perspectives on overall health and wellness (physical, mental, emotional, and spiritual) as a college student**
- **Your perspectives on a challenge you overcame and what was helpful in doing so**

Choose ONE of the above topics you are comfortable discussing on a recording that your group members and your instructor will review. This is a skills rehearsal, not a

counseling session: please do not disclose anything you would not want documented, and do not use the session to work through a current crisis or an unresolved traumatic experience. If none of the four topics will work for you, contact me before your session and we will arrange an alternative.

Individually, students will then review the recording in which they were the human services professional, and complete the following:

- Analyze the recording and complete the Recording Project Form found on Blackboard.
- Include a minimum of THREE ADDITIONAL pages of text discussing the experience itself, personal learning and developmental insights, and any ethical considerations from the NOHS/CSHSE Ethical Standards, the ACA Code of Ethics, or the NASW Code of Ethics.
- Each student will submit their own report and the recording itself.

The project must be in APA format with a cover page and references page if applicable. All text must be originally authored by you unless otherwise cited. This assignment is worth 30% toward your overall course grade.

Final Examination

Your final examination will consist of 30 multiple-choice (2 points each) and 4 short-answer (10 points each) items from Basic Attending Skills Chapters 6–8, The Skilled Helper Chapters 7–11, in-class lecture material, and slides. Please allow a minimum of two hours to complete your exam. The exam will be administered via Blackboard asynchronously on the date assigned, open for a full 24 hours, and closes at 11:59 p.m. CST. Each exam will have one attempt and questions will be displayed one at a time. Once a question is answered, it may not be revisited. Students who have DSS accommodations should refer to the DSS policies regarding exams and are encouraged to proactively communicate needs with faculty. This exam is worth 20% toward your overall course grade.

Late Work Policy

All assignments are submitted via Blackboard by 11:59 p.m. CST on the assigned due date. Exams do not qualify for late submission, no exceptions.

Days Late	Grading Policy
1 day (by 11:59 p.m. CST)	30 points deducted; maximum grade: 70. Points deducted subsequently are reflective of student performance to assignment standards
After 1 day	Work will not be accepted; automatic grade of 0

Table: Late Work Grading Policy (exams not included).

University Policies and Resources

University Email Policy and Course Communications:

All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities:

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center:

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance. While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

Appointments available MATH Walk in Tutoring – No appointment needed

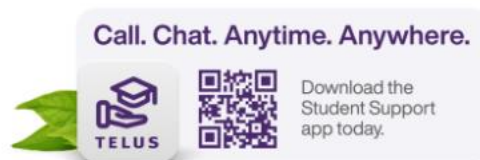
	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources:

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness:

JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information on emergency response may be found at: [Emergency Operations Plan](#) and the [Emergency Action Plan](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance:

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not

attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC):

The WLDCC provides support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the WLDCC in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The WLDCC can also be reached by emailing wldcc@tamusa.edu.

Meeting Basic Needs:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs:

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances:

Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify

their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination:

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students:

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars

TAMUSA can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. Hours of operation is Monday-Thursday 3:30pm-9:00pm. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Broader Use of Generative AI Permitted Within Guidelines

Use of artificial intelligence (AI) tools, including ChatGPT, Claude, Gemini, Grammarly and Perplexity, is permitted in this course as a starting point for ideas but must be properly cited. Exclusively AI-generated work may not be submitted as your completed assignment.

To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Guidance for how to cite AI-generators such as ChatGPT can be found at <https://apastyle.apa.org/blog/how-to-cite-chatgpt>.

Important Fall 2026 Dates:

Dates	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [academic calendar](#) is available online

Course Schedule

Week	Dates	Topics and Assignments	Materials
1	8/25, 8/27	Introduction to Course; Review Syllabus, Objectives, Materials, & Schedule	Syllabus; acquire textbooks; familiarize yourself with Blackboard
2	9/1, 9/3	Foundations of Empathic Relationships; What Is Interpersonal Communication?	Basic Attending Skills: Ch. 1 Skilled Helper: Ch. 1
3	9/8, 9/10	The Helping Model and the Helping Relationship	Skilled Helper: Ch. 2–3

Week	Dates	Topics and Assignments	Materials
4	9/15, 9/17	Attending Behavior: Verbal and Non-Verbal Skills DUE 9/18/26: Discussion Video Chat #1	Basic Attending Skills: Ch. 2 Skilled Helper: Ch. 4
5	9/22, 9/24	Open and Closed Questions	Basic Attending Skills: Ch. 3 Skilled Helper: Ch. 5
6	9/29, 10/1	Encouraging, Paraphrasing, and Summarizing	Basic Attending Skills: Ch. 4 Skilled Helper: Ch. 6
7	10/6, 10/8	Reflection of Feeling DUE 10/9/26: Discussion Video Chat #2	Basic Attending Skills: Ch. 5
8	10/13, 10/15	The Basic Listening Sequence DUE 10/16/26: Mid-Term Examination (via Blackboard; open 24 hours; due by 11:59 p.m. CST)	Basic Attending Skills: Ch. 6
9	10/20, 10/22	The Five-Stage Client Interview	Basic Attending Skills: Ch. 7 Skilled Helper: Ch. 7
10	10/27, 10/29	Goal Setting and Designing the Plan of Action	Skilled Helper: Ch. 8–9
11	11/3, 11/5	Supportive Challenging and Confrontation Skills DUE 10/23/26: Discussion Video Chat #3	Basic Attending Skills: Ch. 8 Skilled Helper: Ch. 10
12	11/10, NO CLASS 11/12	Skill Integration and the Helping Process; In-Class Recording Practice	Skilled Helper: Ch. 11
13	11/17, 11/19	Recording Project Sessions DUE 11/20/26: Recording Project	Recording Project Form (available via Blackboard)
14	11/24	Ethical Considerations in the Helping Relationship NO CLASS 11/26 – Happy Thanksgiving	NOHS/CSHSE, ACA, and NASW ethical standards
15	12/1, 12/3	Course Integration and Professional Next Steps DUE 12/3/26: Discussion Video Chat #4	Skill review; all course materials
16	12/4	DUE 12/4/26: Final Examination (via Blackboard; open 24 hours; due by 11:59 p.m. CST)	

Table: Course Schedule, Topics, and Assignments.

Note: All assignments are submitted via Blackboard by 11:59 p.m. CST on the assigned due date.