



Course Title: PRINCIPLES OF INTERVIEWING AND ASSESSMENT
Course #: COU 255 HYB

Credit Hours: 3
Semester: Spring 2022
Cap: 15

Faculty: Nancy Goodwin

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Office Hours (face-to-face or online):

Preferred Communication: Please use the above e-mail. I will attempt to respond within 24 hours. Exceptions would be weekends or holidays.

Modality: Face-to-Face

Class Location and Meeting Times: Location: SUB 208

Face to Face: Wednesday: 5:00 – 7:30

Meeting Hours and Online Hours (if hybrid):

Required Materials: Textbook, Blackboard and Student NTU e-mail address for correspondence

Textbooks: Evans, et.al *Essential Interviewing, 9th Edition*. Boston, MA; Cengage, ISBN 978-1-305-27150-0

Laptop and Internet Access: Every student is required to own a laptop and have internet access.

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

This course provides foundational knowledge on stages of change, interviewing techniques, screening and assessment, report writing, recordkeeping, treatment planning and case management. In addition, students develop knowledge and skill in crisis intervention in preparation for working with clients and families with addiction or substance use disorders.

Instructor's Expectations

This course uses a participatory, learner-centered adult education approach. This approach recognizes that *you* are responsible for your learning. I can facilitate, organize, and provide opportunities to learn, but cannot force you to learn. Course material may be presented in readings from the textbook, lessons, assignments, discussions, exams and journal writing. You are expected to work hard in this course: for every hour of class time, you should spend at least three hours outside of class preparing by reading, working on assignments and projects, and thinking about the course content. *You are expected to take responsibility for your success in the course*, that is, you must take an active interest not just in the course material, but in the course itself, *making it a success for all participants*. Factors such as *interest*,

motivation, creativity and *initiative* are important elements in evaluating your performance in the course and assigning a grade.

Course Outcomes	Course Assessments
Explain the basic concepts of interviewing skills and process	Reflective writing
Describe the relationship between interviewing skills and client interactions	Reflective writing
Describe the concepts, logic and methods of interviewing skills	Case Study
Demonstrate interviewing skill and human service attending behavior techniques	Reflective writing, in-class role-play
Demonstrate the following interviewing skills of: lead-in responses, paraphrasing, reflection of feeling, open-ended questions, closed-ended questions, clarification, summarization, confrontation and interpretation	Reflective writing, in-class role-play
Demonstrate integration of human service skill and attending behavior	In-class role-play

Connections to Program Assessment (course-embedded measures)

List program outcomes to be measured

- SLO: Assess Clients: This program level SLO will be assessed in this course by means of in-class role-play.
- SLO: Develop Intervention Plans: This program-level SLO will be reinforced in this course by means of journals and in-class role-play.
- SLO: Role-Play Crisis Situations: This program-level SLO will be reinforced in this course by means of simulated interviews during class sessions.

General Education Assessment

List general education outcomes to be measured

No general education assessment for this course

Journals

Each week you will be given a prompt that will center around the chapter reading of that week. While there is no specified length, you will need to answer the prompt thoroughly. No points will be taken off for spelling and grammar.

Final Paper

Your final paper will consist of putting together what you have learned throughout the semester. It will be 4-5 pages in length (not counting cover page), using APA guidelines. Your paper will include three references (you may use your textbook as one reference). Points will be taken off for spelling and grammar.

Course Schedule

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	1/19	Introductions Review Syllabus		
	1/21	Last day to add/drop w/out W		
2	1/26	Chapter 1: Programming a Foundation for Learning	Chapter 1 Journal	
3	2/2	Chapter 2: Attending Behavior	Chapter 2 Journal	
4	2/9	Chapter 3: Questioning	Chapter 3 Journal Role-play	
5	2/16	Chapter 4: Reflecting Content	Chapter 4 Journal Role-play	
6	2/23	Chapter 5: Reflecting Feeling	Chapter 5 Journal Role-Play	
	2/25	Graduation Petition Due		
7	3/2	Chapter 6: Integrating Your Listening and Exploration Skills	Chapter 6 Journal	
	5/17	Last day to withdraw with "W"		
8	3/9	Chapter 7: Confronting	Midterm Exam Role-Play	Midterm Exam
	3/11	Midterm Grades Due	Midterm	
9	3/14-18	NO CLASS – SPRING BREAK		
10	3/23	Chapter 8: Communicating Feeling and Immediacy	Chapter 8 Journal Role-Play	
11	3/30	Chapter 9: Self-Disclosing	Chapter 9 Journal Role-Play	
12	4/6	Chapter 10: Interpreting	Chapter 10 Journal Role-Play	
13	4/13	Chapter 11: Information Giving	Chapter 11 Journal Role-Play	
14	4/20	Chapter 12: Structuring for Exploration, Clarification and Action	Chapter 12 Journal Role-Play	
15	4/27	Chapter 13: Enlisting Cooperation	Chapter 13 Journal Role-Play	
16	5/4	Chapter 14: Putting It All Together		
17	5/11	Final Paper Due	Finals	Final Exam: Paper
	5/12	Grades due to the Registrar		
	5/13	Graduation		

Grading Plan

Journals	13 @ 10 pts/ea	130	A = 100 -- 90%
Midterm Exam	1 @ 50 pts	50	B = 89 – 80%
Final Paper	1 @ 75 pts	75	C = 79 – 70%
Class Participation	16 @ 5 pts/ea	<u>80</u>	D = 69 – 60 %
	TOTAL PTS	335	F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events. Because this course involves significant role-play, it is essential that you attend class.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwi Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwi core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohol lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability Exhibit-A 6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_ Exhibit-A_ 6-26-2018.pdf)).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: Your Paper and Presentation will serve as your final exam.