# COURSE UNIT INFORMATION SHEET (SYLLABUS)

## 2019/2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Counseling in Educational Settings</th>
</tr>
</thead>
</table>
| Teaching staff | Isabel Nunes Janeiro (in charge)  

Maria Odília Teixeira |
| Creditação (ECTS) | 6 ETCs |
| Functioning | Masters in Psychology - Section of Educational and Vocational Psychology - 2nd semester.  
Course required for the Section of Educational and Vocational Psychology and optional for students of other sections of the 2nd cycle.  
Theoretical and practical lessons (4 hours per week) Curricular tutoring. Office hours will be set annually. |
| Learning goals |  
- Promote the acquisition of knowledge about counseling theories and models  
- Analyze the implications of the different paradigms of psychological counseling in educational context  
- Analyze and develop counseling strategies for different cases and problematic in educational context  
- Analyze, conceive and develop different dimensions of the help relationship  
- Analyze, conceive and develop strategies for effective and empathetic communication  
- Identify central problems in the process of vocational counseling: choice, indecision and life transitions  
- Develop and evaluate vocational counseling interventions in terms of adequacy to the problematic situations involved, the specificity of the clients and strategies used |
| Skills to be developed |  
Students will be able to develop:  
- Establish an effective and empathetic help relationship  
- Acquire verbal and non-verbal communication skills in counseling.  
- Identify, clarify and define problem situations in educational counseling  
- Plan, implement and evaluate educational counseling interventions for different issues and clients  
- Identify vocational counseling needs  
- Plan, implement and evaluate vocational interventions for different issues and clients |
| Prerequisites (precedences) | Not applicable |
| Contents | |
1. Counseling in educational settings
   1.1. Theoretical foundations for an eclectic and integrative approach
   1.2. Models of counseling in educational settings
   1.3. Counseling strategies applied to different cases and situations in educational settings
2. Communication and the help relationship
   2.1. Nonverbal Behavior
   2.2. Facilitating conditions for communication
   2.3. Verbal communication techniques
3. Psychological interview
   3.1. Phases and techniques
4. Counseling applied to vocational problems
   4.1. Vocational counseling and psychological counseling
   4.2. Stages of vocational counseling
   4.3. Vocational counseling within normative transitions and for populations with specific problems

**Bibliography**


**Teaching methods**

- Oral presentations
- Exercises of application on cases
- Skills training required for counseling: role-playing
- Supervision of activities / projects of students or groups of students

**Evaluation Regimes** (General and/or Alternative)

The evaluation is viewed as an integral part of the teaching / learning process and considered as a means to promote the acquisition of counseling skills and competencies. The assessment follows the basic principles of continuous evaluation.

To pass the course, students are required to attend to all of the elements of assessment and their attendance must be at least 2/3 of the classes.

**Evaluation Elements**

(Dates due, weights, minimum required grades)

**General rules/ regime**
- Formal participation in classes in presentation of themes or in group scheduled exercises 30%
- Role playing 20%
- Individual work (Case of vocational counseling): 40%
- Test 25%

**Special rules/ regime**
- Individual work (Case of vocational counseling): 50%
- Final individual test: 50%

- Deadlines for the individual assignments to be defined with the students in class.

**Rules for grade improvement**
Group and Individual essays may be resubmitted

**Requirements on attendance and punctuality**
The evaluation in this unit is viewed as an integral part of the teaching / learning process. Thus, students are required to attend 75% of the theoretical and practice lectures. Students can not have access to any of the forms of evaluation without this attendance. Only students demonstrably considered in exceptional conditions will be exempt from this requirement.

**Rules for special students**
(workers, elite athletes, student body leaders, military, fathers/mothers, with special needs) *
Students in exceptional situations can choose the General rules/regime of evaluation or for Special rules/regime

**Language of instruction**
Portuguese. Erasmus students may respond and present their work in English.

**Disciplinary violations and penalties**
According to the Evaluation of Learning Regulation of the Faculty of Psychology of the University of Lisbon, the following behaviors are considered as disciplinary offenses subject to disciplinary action:

a) To use or attempt to use materials, information, notes, study resources or other objects and equipment not authorized in academic exercises;
b) To help or try to help a colleague in committing a disciplinary offense;
c) To submit the same written work for evaluation in different course units without permission from the instructors, even if with minor changes;
d) To present someone else’s work as one’s own;
e) To forge, or change without permission from the author, any information or citation in an academic work;
f) To interfere, change or attempt to change grades;
g) To try to prevent or interfere with the proper functioning of classes, research or other academic activities;
h) To make false accusations regarding instructors, governance bodies, other students or non-teaching staff of the FPUL:
i) To falsify signatures in attendance sheets, documents relating to evaluation elements or in any official document relating to an academic process or status.
Disciplinary offenses committed in any assessment element can lead to its annulment, and must be reported to the Pedagogical Council or, considering their gravity and repetition, may lead to other penalties, to be determined by the Rector of the University of Lisbon.

* If applicable