

**AJ 71 Course Outline as of Fall 2000****CATALOG INFORMATION**

Dept and Nbr: AJ 71 Title: CORRECT.INTERVW/COUNS.

Full Title: Correctional Interviewing &amp; Counseling

Last Reviewed: 11/23/2015

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course is an overview of the techniques in counseling and interviewing available to practitioners in Corrections. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Introduction &amp; overview of interviewing &amp; counseling theory &amp; techniques. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1981	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Students will demonstrate ability to conduct directive and non-directive interviews.
2. Students will demonstrate working knowledge of the purposes of interviews and types of interviews used in various situations. In particular, students will demonstrate a working knowledge of presentence investigation, parole and probation revocation, and correctional supervision interviewing techniques.
3. Students will demonstrate working knowledge of the major counseling strategies used in correctional supervision, with special emphasis on those strategies used in drug abuse, alcohol abuse, and mental health counseling.
4. Students will be able to describe different safety strategies that can be used during correctional interviewing and counseling.
5. Students will be able to identify specific behaviors that constitute an aggressive behavior pattern, and will be able to identify effective diffusion techniques.
6. The student will be able to apply the principles of effective writing to preparing probation and parole reports, correspondence and interview records.

### **Topics and Scope:**

1. Orientation.
  - a. Focus of study
  - b. Assignments, testing and grading
  - c. Attendance and class participation
  - d. Student and instructor responsibilities and expectations
2. Introduction to interviewing

- a. Goals of interviewing
- b. Establishing a rapport; principles for maintaining the proper climate in interviewing; conveying interest
  - c. Listening skills as an interviewing technique
  - d. Communication barriers and overcoming them
  - e. Information gathering
    - f. Components of a good interview
    - g. Taking notes
    - h. Maintaining a non-judgmental attitude
3. Recording the Interview
  - a. Note taking during the interview
  - b. Visual versus invisible recording methods
  - c. Legal aspects of recording interviews and counseling sessions
  - d. Confidentiality of the report
- e. The principles of effective writing with regard to the preparation of correctional reports, correspondence, and records
4. Special Interviewing Considerations
  - a. Legal considerations in interviewing
  - b. Distinction between juvenile and adult interviewing
  - c. Ethic, gender and cultural awareness
  - d. Special needs
  - e. Identifying behavioral clues that may save a life
- f. Strategies to increase or improve safety in the interviewing and counseling process
5. Contemporary Theories and Modalities
  - a. Techniques of individual, small and large group counseling
  - b. Basic theories of interviewing and counseling
  - c. Development of treatment plans and file review
  - d. Professional and ethical demeanor
6. Identification of Client Problem
  - a. Models of addiction
  - b. Explaining Addiction
  - c. General overview of drugs and drug abuse
  - d. Techniques for identifying and assessing substance abusers
  - e. Identification of mentally disordered individuals

**Assignment:**

1. Take comprehensive notes on lectures.
2. Critically evaluate case studies.
3. Demonstrate working knowledge of correctional interviewing by participation in interactive role playing exercises.
4. Critically evaluate handout materials on interviewing techniques.
5. Critically evaluate handout materials on counseling issues.
6. Critically evaluate handout materials on substance abuse issues.
7. Critically evaluate handout materials on mental health issues in corrections.
8. Critically evaluate handout materials on safety issues in correctional interviewing and counseling.
9. Demonstrate effective writing techniques by appropriately evaluating correctional written work samples.
10. Assess own strengths and weaknesses and preferred methods of

interviewing and counseling.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Correct & complete letters/reports; case materials

Writing  
10 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams

Problem solving  
30 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
30 - 60%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

1. Masters, Ruth E., Counseling Criminal Justice Offenders, Sage Publications, Inc., 1994.
2. Walsh, Anthony, Ph.D., Correctional Assessment, Casework & Counseling, American Correctional Association, 2ND Ed., 1997.
3. Harris, George A., Ph.D., Tough Customers: Counseling Unwilling Clients, American Correctional Association, 1991.
4. Lester, David, Michael Braswell and Patricia VanVoorhis, Correctional Counseling, 2nd Edition, American Correctional Association, 1992.
5. Read, Edward M., Partners in Change: The 12-Step Referral Handbook for Probation, Parole and Community Corrections, LCSW, NCAC II, Hazelden Foundation and American Correctional Association, 1996.
6. Harris, George A., David Waktinks, Counseling the Involuntary and Resistant Client, 1987.