

Developing a Helping Relationship

Chapter 1: Sample Hybrid Assignment Schedule

| Read Student Manual | Online | Additional Assignments | Face-to-face we will: |
|---|---|--|---|
| <ul style="list-style-type: none"> • Read Chapter 1 in FCD Text <p>Complete these activities:</p> <ul style="list-style-type: none"> • Identifying Components of Effective Helping (1-4) • Choosing and Using Feeling Words (1-9 and 1-11) • Reflecting Content and Feeling (1-12 and 1-13) • Asking Open and Closed-ended Questions worksheet (1-17 and 1-19) <p>Assignments to be handed in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exploring Client Strengths & Barriers (1-29) <input type="checkbox"/> Applying the Action Plan to Gary (1-32) <input type="checkbox"/> Career Center Intake Form worksheet (1-45 thru 1-47) Use an anonymous client. <input type="checkbox"/> You will need the handout titled Sample Referral Resource Information Form (1-54) to complete the online exercises. | <ul style="list-style-type: none"> <input type="checkbox"/> Complete Quiz <input type="checkbox"/> Exploring Referral Resources Online Links: Use this information to complete the form on page (1-54) in your student manual.) <input type="checkbox"/> Discussing Referral Resources – online discussion | <ul style="list-style-type: none"> <input type="checkbox"/> Syllabus Assignment - Portfolio. It is mandatory that you include an updated resume. Put your “artifacts” in transparent sheet protectors, sort them according to themes. Include labels on different pages. Find information on Building a Career Portfolio in HaikuLearning.com under Syllabus Assignments. You may create an online or electronic portfolio as well. | <ul style="list-style-type: none"> • Discuss Components of Effective Helping (1-4) • Review Choosing and Using Feeling Words (1-9 and 1-11) • Review Reflecting Content and Feeling (1-12 and 1-13) • Review Open and Closed-ended Questions worksheet (1-17 and 1-19) • Discuss questions related to the assignments and hand in assignment folders. • Discuss client choices for Case Study* assignment |

Indicates assignments you should complete and turn in to the Instructor. Check them off as you complete them.

• Indicates assignments that we will use in face to face classes.

* Indicates handouts that have been given to you by the instructor