1. Course Overview and Objectives:

   Interviewing and counseling skills are integral to the practice of law. Each of you most likely already has natural talent for some, or even many, of the skills we will cover in this class. However, notwithstanding our varied levels of competence, there is always room for improvement. This course is designed to make bad counselors good and good counselors better. In areas in which you are weak, these skills can be learned. In areas of strength, the techniques discussed and practiced in this class will help you improve upon your existing abilities.

   The main goal of this course is to translate theory into practice. The techniques, concepts, and strategies explained in our text, mean nothing if we cannot apply them in the real world. To accomplish this “transfer” from theory into practice, this course will expose you to:

   a. The common kinds of problems that arise when interviewing and counseling clients;

   b. Basic interviewing and counseling models that offer students starting places for dealing with common interviewing and counseling problems;

   c. The basic strategic options available for resolving the common problems that arise when interviewing and counseling clients;

   d. The important factors that bear on making sensible strategic decisions about which strategic option to employ, and;

   e. The skills and techniques that students can employ to effectively apply a chosen option.*

2. Computer Use.

   We will NOT be using computers in class this semester. I will print up the slides and you can take notes on those pages.
3. **Class Time.**

Each class period will incorporate three main components: (1) theory, (2) observation, and (3) practice. **It is absolutely essential that you read the text before class!** If you do this, we can minimize the lecture/discussion time and will have the majority of the class period to practice the new skills and to observe and critique their use. You will practice mostly in small groups, but I will often call on students to model a technique in front of the class. Additionally, we may watch demonstrations via video or with live in-class actors. I may occasionally invite guest speakers as well.

We will cover two chapters/topics per class period.

During some in-class exercises you’ll break up into groups of three (one client, one attorney, and one observer). For others you’ll practice in pairs. (I won’t assign groups but will encourage you to **rotate partners** after each exercise so that you can have more variety and learn from each other). For the odd person out of an exercise (if there is one that day), I will sit in as a partner 😊.

4. **Units & Major Projects:**

There are two units (big surprise there): Interviewing (chapters 1-12/ weeks 1-8); and Counseling (chapters13-21/weeks 9-14). A project follows each unit:

a. **The Interview** (MIDTERM) will be completed **out of class**

At the end of class on **9/29** you will get a fact packet for you (the attorney) and facts for your “client” (**client = a friend, family member, or other law student that is not in this class, who must read/understand these facts before the interview**). During the week of **10/6** you must interview your client, and audiotape or videotape the session. (In this interview you must follow the procedure we have learned during the first unit). During the week of **10/13** you must transcribe the entire session and critique it (according to the rubric/instructions). The critique gets written (or typed) right onto the transcript. This does take some time, but it is the best way for you to see if you have mastered the techniques we have studied. You can hand in the transcript and self-critique of the interview any time to Carol Manis Room in room #243 or to me by the beginning of class on 10/20.

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1. **As an incentive to read, I may give a QUIZ on the reading assignment at the beginning of ANY class period. (Be ready day #1). You must have an average of 70% on the quizzes to pass the class. I hate to be so draconian about this, but most of the students in my first class admitted to NOT having read before class. Without a background in the theory, it is impossible to successfully practice and master the skills taught, or for the observer to know what to look for.**
The Counseling Session (FINAL)

This will take approximately 30 minutes, with a 15 minute immediate critique following. These will also take place out of class, with ME as your client. The session itself will be videotaped in the Adjunct Office (at the top of the main stairs) and you will each need to sign up for a time slot sometime between 11/10 and 11/19. I will give you your counseling packets at the end of class on 11/3. On your own after you view your own session you should write a critique (due the beginning of our last class 12/1).

4. Course Materials:


The book is available online or at the bookstores. This text uses a client-centered approach to teaching interviewing and counseling that is widely respected and popular.

3. Grading:

This is a pass-fail course. However, you will be evaluated throughout the course to determine whether a grade of “pass” will be awarded. I expect you have read the assigned materials BEFORE class. They are fairly quick reads, and you will need to know the concepts to fully participate in class. You will be evaluated on your quizzes, your participation in class discussion, exercises, and the two major projects.

You will receive feedback from me during class and after the midterm and final. You will also receive feedback from your ‘clients’, and the observers.

4. Attendance.

You may miss two classes without providing a reason. Beyond that, you may miss an additional class, for good cause, if you have advance permission from me. Any student who misses more than 3 class periods OR who misses either of the in-class project sessions, will fail the course. However, I strongly encourage you to come to class every week. Most of the learning in this course will come by doing–your presence is required so you can learn and so others can learn from you.

5. Specific Assignments. In summary, to pass the course, each student must:

a. comply with the attendance policy (no more than 2 unapproved absences);

b. prepare for class (70% average on quizzes) and participate in discussions
and exercises;

c. fully participate in both the interview & the counseling session, demonstrating competency in skills covered in class; and

d. turn in a self-critique for each unit.

6. Reaching me. The best way to reach me is via email: valbehan@siu.edu (I check it several times every day except Sundays). You can also call my cell phone (618) 521-1847 and we can schedule a time to meet in person.

7. Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT's website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

7. Notice of Recording Policies: To comply with the Illinois Eavesdropping Act, I hereby provide notice that all classes will be recorded. Please do not record them on your own (it is an Honor Code violation to create or distribute such recordings when the instructor has prohibited either action). [Honor Code I.E.1.g].

8. Schedule:
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>In-Class Topic &amp; *Pre-Class Reading Assignment in Binder text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>Course Intro.; Client-Centered Lawyering; Client Motivation; *Read Preface &amp; Ch. 1-2</td>
</tr>
<tr>
<td>2</td>
<td>9/1</td>
<td>Active Listening, Forms of Questioning; *Read Ch. 3-4</td>
</tr>
<tr>
<td>3</td>
<td>9/8</td>
<td>Beginning Client Conferences; Eliciting Time Lines; *Read Ch. 5-6</td>
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<tr>
<td>4</td>
<td>9/15</td>
<td>Pursuing Helpful Evidence; Undermining Adversaries’ Contentions; *Read Ch. 7-8</td>
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<tr>
<td>5</td>
<td>9/22</td>
<td>Gathering Info. for Proposed &amp; Actual Business Transactions; *Read Ch. 9-10</td>
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<tr>
<td>6</td>
<td>9/29</td>
<td>Concluding Conferences; Gathering Info. From Atypical/ Difficult Clients; *Read Ch. 11-12 **FACT PACKETS FOR INTERVIEW HANDED OUT</td>
</tr>
<tr>
<td>7</td>
<td>10/6</td>
<td>**** MANDATORY—Out-Of-Class Interviews (taped)</td>
</tr>
<tr>
<td>8</td>
<td>10/13</td>
<td>**** MANDATORY—Out-Of-Class Interview Transcription, critiqued; ……DUE any time before the beginning of the next class (or to Carol Manis 243)</td>
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<tr>
<td>9</td>
<td>10/20</td>
<td>Principles Underlying Effective Counseling and Process; Read Ch. 13-14</td>
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<tr>
<td>10</td>
<td>10/27</td>
<td>Clarifying Clients’ Objectives; Identifying Alternatives; *Read Ch. 15-16</td>
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<tr>
<td>11</td>
<td>11/3</td>
<td>Topics: Identifying Consequences; Final Decision-Making; *Read Ch. 17-18 *sign up for a session date/time in class. Get your COUNSELING SESSION FACT PACKETS</td>
</tr>
<tr>
<td>12</td>
<td>Week of 11/10</td>
<td>No regular class 11/10 ****MANDATORY Videotaped Counseling Sessions!!! 10th, 11th, 12th</td>
</tr>
<tr>
<td>13</td>
<td>Week of 11/17</td>
<td>No regular class 11/17 ****MANDATORY Videotaped Counseling Sessions!!! 17th, 18th, 19th **THANKSGIVING BREAK (Sat, Nov. 21 - Sunday, Nov. 29) **</td>
</tr>
<tr>
<td>15</td>
<td>12/1</td>
<td>Pot Luck Dinner/ Panel of Speakers/**LAST CLASS! ***Hand in Final Critique *</td>
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