



# MAHATMA GANDHI UNIVERSITY

## DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

### DIPLOMA PROGRAMME IN COUNSELLING

### SYLLABUS

Duration	: 180 Hrs. (140 hours of theory classes & 40 hours of practicals)
Eligibility	: A pass in Plus Two or Equivalent & Pass in certificate course in Counselling conducted by this Department
Course fees	: 8300/-
Medium of Instruction	: Malayalam/English

#### INTRODUCTION

Counselling is the art of understanding humans. It aims at helping the clients understand and accept themselves “as they are” and thereby to bring about a voluntary change in the client. Learning and practicing counseling will help the counselor as well as the counselee to sense a power to understand and strength themselves. For this purpose the counselor provides facilities to help achieve the desired changes or make the suitable choice.

The Diploma Course in Counselling is a professional training programme that leads to the certification of Diploma in Counselling. The course work of the Programme aims to provide students with a solid conceptual framework and a theoretical foundation of counseling practice. To develop counselling knowledge and skills, and to help students cultivate a positive identification with values and the ethics of the counselling practice are the aims of this Programme. In addition to the academic content, students are required undertake supervised practice in different clinical/counselling settings. This programme equips students with advanced training in knowledge and skills to reflect and resolve conflicts within themselves and to help individuals suffering from various problems. Through these academic and training engagements, students are prepared for a career in professional counselling.

The curriculum of the Diploma in Counselling Programme is designed to meet the requirements as per its objectives, which is to prepare the students to build confidence in professional practice of counseling. The Programme equips the students to confidently engage in the practices of counseling, individual level interventions by means of psychotherapies as well as counselling techniques.

The Programme is intended for those who have completed Certificate Course in Counselling from Department of Lifelong Learning and Extension and is an advanced training which involves three strands: theory, skills and self-awareness. The Programme syllabus covers six modules which discuss the details including theoretical assumptions, ethical guidelines, and practical applications of counselling. The entire syllabus will be covered in the theory classes followed by field practicum at various agencies.

Field Practicum (field education) is an integral part of the training in the practise of counselling with the objective of helping the students to develop the skills, attitudes and values and personality characteristics essential for a professional counselor. The students are to be placed in various clinical/counselling settings for field work training. The training equips the students to get hands on training in different areas related to the field of counselling.

This is not training in counselling, but provides an opportunity for students to discover their advanced practical skills in the field of counselling.

## **COURSE STRUCTURE**

Total Marks	: 200 marks
Mode of Assessment	: Continues evaluation – 10 marks Field Practicum & Viva-voce – 90 marks Written examination at the end of course – 100 marks

## **COURSE OUTCOMES**

1. Understand the process, the skills necessary and the principles to be abided by in helping individuals
2. Acquire knowledge of the theoretical and therapeutic approaches in counselling and Psychotherapies
3. Demonstrate knowledge and skills in the process and techniques of Counselling and Psychotherapies
4. Demonstrate skills for ethical practice of counselling with different clients in various settings
5. Understand the concepts of Psychotherapy and various psychotherapeutic techniques
6. Demonstrate knowledge of skills and techniques of various psychotherapeutic interventions

## **COURSE SYLLABUS:**

### **MODULE I. UNDERSTANDING HUMAN BEHAVIOR**

- Unit 1** : The concept of mind and behavior- Psychological perspectives on human nature psychoanalysis, Behaviourism, Humanism, cognitive, socio-cultural- perspectives
- Unit 2** : Basic mental processes- sensation- attention-perception-cognition.
- Unit 3** : Mental health: concept- definition-determinants-significance of mental health- promotion of mental health

### **MODULE II. FUNDAMENTALS OF COUNSELLING & COUNSELLING PROCESS**

- Unit 4** : Counselling: Definition, need, scope & principles, ethical standards of counselling.
- Unit 5** : Similarities & differences: Guidance, Counseling, and Psychotherapy.
- Unit 6** : Counselling skills-Qualities of an effective counselor - characteristics of counselee-Core conditions of helping relationship-empathy & unconditional positive regard.
- Unit 7** : Techniques used in counselling: Questioning, paraphrasing, reflection of feelings, summarizing, clarifying, open and closed ended questioning, reinforcement, leading, informing, silence, referring, interpreting.
- Unit 8** : Stages of counselling: Relationship building phase, Exploration & understanding phase, problem solving phase, termination & evaluation phase.

### **MODULE III. PSYCHOPATHOLOGY IN EVERYDAY LIFE**

- Unit 9** : The concept of normality and abnormality- ICD 10 & DSM-V classification of mental illness & diagnostic formulation of mental disorders
- Unit 10** : Psychiatric Assessment – Techniques & Tools -Case History Taking & Mental Status Examination
- Unit 11** : Etiology, Clinical manifestations, different treatment modalities of common psychiatric disorders:  
Neurotic & Stress related disorders: Obsessive Compulsive Disorder, Generalized Anxiety Disorder, Dissociative disorder  
Behavioural Syndromes associated with physiological disturbances: Eating disorders, sleep disorders, sexual dysfunctions  
Organic disorders: Dementia, delirium, epilepsy, alcohol & substance abuse disorder  
Personality Disorders  
Childhood disorders: Learning disability, Pervasive developmental disorder, Hyperkinetic disorder, conduct disorder, mental retardation  
Schizophrenia & delusional disorder  
Mood disorders-Mania, depression

### **MODULE IV. PSYCHOTHERAPY AND MANAGEMENT PLAN**

- Unit 12** : Psychotherapy: definition, concept, role in counselling
- Unit 13** : Approaches to counselling: Psychoanalytical, Person Centered, Existential, Gestalt
- Unit 14** : Psychotherapy in counselling: Techniques of: Behavior therapy, & CBT, REBT, T.A., client centered therapy, reality therapy, Gestalt therapy, family therapy, group therapy, Neuro-Linguistic Programming
- Unit 15** : Eclectic approaches in counselling

### **MODULE V. COUNSELLING IN SPECIAL SITUATIONS**

- Unit 16** : Family Counselling: Pre-marital, marital/couple counselling, parent counselling, sex counselling, changing concept of family
- Unit 17** : Counselling services for Children and adolescents- School counselling, life skill education, sexuality education, management of screen addiction
- Unit 18** : De-addiction counselling, HIV/AIDS Counselling- Crisis and disaster counselling, Career Counselling, Geriatric Counselling
- Unit 19** : Counselling in different settings: Medical settings, correctional settings, industrial settings, educational settings

### **MODULE VI. MODERN LIFE & COUNSELLING CHALLENGES - INDIAN CONTEXT**

- Unit 20** : Modern problems and changing concept of counselling-current trends in counselling
- Unit 21** : Counselling practice in India-Significance & Challenges-Socio-Cultural influences in practice of counselling-Indian model of healthy personality
- Unit 22** : Indigenization of theories- need & application in Indian context

## FIELD PRACTICUM

**TOTAL HOURS: 40 HOURS**

### General Objective:

- To gain in-depth knowledge in the area of dealing with individuals

### Specific objectives:

- Understand the administrative structure and functioning of the agency
- Develop the skill in case history taking and mental status examination
- Be familiar with the approaches and intervention strategies in the counselling setting
- Develop skill in intervention at individual levels

### Field Practicum Requirements:

Each candidate shall complete the following practical requirements during the tenure of the course:

No.	Activity	Hours
1.	Organizational visits to at least two agencies in the area of counselling practice	10 hours
2.	Field Work for 5 days in a counseling/clinical setting	30 hours
<b>Total</b>		<b>40 Hours</b>

### Field Practicum Evaluation:

The evaluation of the field work will be based on the overall performance of the candidate in all the practicum requirements.

No.	Parameters	Marks
1.	Evaluation by agency supervisor	20
2.	Viva-voce	30
	Evaluation by faculty supervisor based on performance of student in the field work: <ul style="list-style-type: none"><li>• Understanding of concepts and quality of reports submitted</li><li>• Application of theory into practice</li><li>• Completion of requirements Agency visits (2) Case History &amp; MSE (5) Individual intervention (1)</li></ul>	40
<b>Total</b>		<b>90</b>

## ASSESSMENT & EVALUATION

The assessment and evaluation of individual student during the course will be performed by faculty supervisor based on the following criteria of evaluation:

No.	Assessment Criteria	Marks
1.	<b>Continuous Evaluation</b>	
	• Attendance & Class performance	3
	• Submission of Assignments	7
2.	<b>Field Practicum</b>	
	• Evaluation by agency supervisor	20
	• Viva-voce	30
	• Evaluation by faculty supervisor	40
3.	<b>Written Examination</b>	
	• Written test	100
<b>Total Marks</b>		<b>200</b>

## REFERENCES:

1. Carroll, Michael., (1996). *Workplace Counselling: A systematic Approach to Employee Care.* London: Sage Publications
2. Corey, G. (2013). *Theory and practice of counselling and psychotherapy.* Australia Belmont, CA: Brooks/Cole, Cengage Learning
3. Fuster. J. M.. (2002). *Personal Counselling.* Mumbai: Better Yourself Books
4. Gladding, S. (2013). *Counselling: a comprehensive profession.* Boston: Pearson.
5. Kinra, A. (2008). *Guidance and counselling.* Noida: Dorling Kindersley (India).
6. Nelson-Jones, R., (2000). *Practical Counselling and Helping Skills.* Mumbai: Better Yourself Books
7. Patri. V.R., (2005). *Counselling Psychology.* New Delhi: Authors Press
8. Rao. S.N., (2002). *Counselling and Guidance.* New Delhi: Tata Mc Graw Hill Publishing Company Ltd
9. Sharf, R. (2008). *Theories of psychotherapy and counselling: concepts and cases.* Australia United States: Thomson/Brooks/Cole
10. Yeo, Anthony, (1993). *Counselling a Problem Solving Approach.* Boa Vista: APECA publications in India.

## INSTRUCTIONS

1. The duration of the Diploma programme in counselling will be 180 hrs.
2. Attendance will be marked at the beginning and end of the each session.
3. A minimum of 75% attendance is required for the candidate to be eligible to appear for the exam.
4. All leave must be with prior permission from the department with written request.
5. In case of emergency leave a written explanation for the same signed by the candidate should be brought in on the first day of return.
6. The Name of the candidate will be removed from the roll if the candidate is absent for more than 7 classes without submitting leave application.

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