

INSTITUTE OF SPECIAL EDUCATION
University of the Punjab, Lahore

BS Special Education
Foundation of Guidance and Counseling
Course Code: SEBS-406

Seventh Semester
(3 Credit Hours)

Learning Outcomes

After the completion of this course, the students will be able to:

1. Identify the academic problems of students and provide them counseling accordingly.
2. Apply the preventive methods to improve school environment by solving the problems faced by students.
3. Apply the principles of guidance and counseling to improve the performances of students in their academic pursuits or endeavors.
4. Design multiple strategies to deal effectively with the problems of students with special needs.
5. Evaluate the counseling theories, counseling problems and their cultural context as they affect counselor as well as the counselee.

Contents

Unit-1: Concept of Guidance and Counseling

- 1.1 Introduction
- 1.2 Guidance Meaning and Definitions
- 1.3 Counseling Meaning and Definitions
- 1.4 Comparison Between Guidance and Counseling
- 1.5 Historical Origin of Guidance and Counseling
- 1.6 Principles of Guidance
- 1.7 The Islamic Concept of Guidance and Counseling

Unit-2: Counseling Theories and Process

- 2.1 Counseling Theories
 - 2.1.1 Psychoanalytic Theory

- 2.1.2 Adlerian Theory
- 2.1.3 Existential Theory: Martin Heidegger
- 2.1.4 Gestalt Approach
- 2.1.5 Client Centered Theory
- 2.1.6 Cognitive Behavior Theory
- 2.2 Counseling Process
 - 2.2.1 Preparation Stage (Establishing Rapport, Defining Needs, Deciding Roles)
 - 2.2.2 Counseling Process: Attending, Integrative Understanding, Facilitating Action
 - 2.2.3 Termination Stage (Termination of Counseling Process).

Unit-3: Guidance and Counseling Techniques

- 3.1 Techniques of Counseling
 - 3.1.1 Academic Counseling Techniques
 - 3.1.2 Group Counseling Techniques
 - 3.1.3 Counseling Techniques for Children with Special Needs
 - 3.1.4 Child & Adolescents Counseling Techniques
- 3.2 Techniques of Guidance
 - 3.2.1 Observation
 - 3.2.2 Case Study
 - 3.2.3 Interview
 - 1.2.4 Anecdotal Records

Unit-4: Educational Guidance

- 4.1 Guidance in Schools
 - 4.1.1 Educational and Vocational Guidance
 - 4.1.2 Individual and Group Guidance
 - 4.1.3 Tools and Techniques of Career Guidance
 - 4.1.4 Guidance of Children with Special Needs
 - 4.1.5 Religious and Preventive Guidance
 - 4.1.6 Guidance Services (orientation, occupational information, placement, follow-up, referral and remedial services, distributive, adjustive and adoptive functions of guidance)
- 4.2 Personnel in Guidance Services
 - 4.2.1 Administrator
 - 4.2.2 Teacher

- 4.2.3 Counselor
- 4.2.4 Social worker
- 4.2.5 Psychologist
- 4.2.6 Librarian

Unit-5: Ethics of guidance and counseling

- 5.1 Ethics of Guidance
 - 5.1.1 Meaning of Confidentiality in Guidance
 - 5.1.2 Principles of Confidentiality
- 5.2 Ethics in Counseling
 - 5.2.1 Putting clients' Needs Before Your Own,
 - 5.2.2 Taking Informed Consent
 - 5.2.3 Keeping Confidentiality

Teaching-learning Strategies

Lecturing, text book reading, group discussion, question answer sessions.

Assignment- Types and Number with Calendar

Classroom presentation, quiz, oral and written test, classroom projects. 2

before mid-term and 2 after mid-term paper will be given.

Assessment and Examinations:

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written test at the mid-point of the semester.
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignment and presentations, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	Written test at the end of the semester.

Suggested Readings

- Chandra, R. (2004). *Career information and guidance and counseling*. New Delhi: ISHA Books.
- Dash, B. N. (2005). *Guidance services in school*. New Delhi: Dominant Publisher.
- Gladding, S.T. (1995). *Group work: a counseling specialty* (2nd ed.). New Jersey: Merrill.
- Hackney, H. L. (1996). *The professional counselor* (3rd ed.). Boston: Allyn & Bacon.
- Lakshmi, K. S. *Encyclopedia of Guidance and Counseling*. New Delhi: Mital.
- Nugent, F. A. (1994). *An introduction to the profession of counseling*. New York: Merrill.
- Pandey, V. C. (2005). *Educational guidance and counseling*. Delhi: ISHA Books.
- Rao, S. N., & Hari, M.S. (2006). *Guidance and counseling*. New Delhi: Discovery.
- Thompson, C. L. (2007). *Counseling children* (7th ed.) Australia: Thomson Brooks / Cole.