

Justice Institute of British Columbia COURSE OUTLINE

Course Code: COUNS141

Course Title: The Art of Private Practice

Prerequisite Courses:

Sponsoring Division: Community and Social Justice Division, Centre for Counselling and Community Safety

Previous Course Code & Title:

Course Effective Date:

# of Credits:	0.5
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Course Description:

This one-day course is designed for therapists, counsellors, and other mental health practitioners who are considering opening a private practice or who wish to enhance the quality of their current practice. We will review the main elements of a practice in order for you to identify what is needed to grow a thriving practice: private practice/self-employment/self assessment; business skills assessment; legal structure; writing a business plan to ensure that you have the resources to develop your practice; writing a marketing plan to identify a marketing strategy that best reflects your skill, personal style, and financial resources; fees, including fee schedules, policies, and management; financial management; financing the start-up and maintenance of a private practice; and business ethics and professional practice.

Course Goal(s):

The intention of this workshop is to identify those areas of private practice that are essential for a skilled and ethically sound private practice and give participants an opportunity to evaluate which areas may require further development and what are the necessary next steps toward the goal of a private practice.

Course Learning Objectives:

Upon successful completion of this course, the learner will be able to:

1. Identify the essential areas required for a successful private practice
2. Understand the elements of an effective business plan
3. Understand how to write a business plan that reflects their particular intention for a private practice.
4. Access relevant resources in the community for additional information and support.
5. Understand the various legal structures governing private practice
6. Create a clearly articulated fee management policy, disclosure statement, and information outline.

Course Topics/Content:

- Private practice / self-employment self assessment
- Business skills assessment

- Legal structure
- Writing a business plan: how to ensure you have the resources to develop your practice
- Writing a marketing plan: identifying a marketing strategy that best reflects your skill, personal style, and financial resources.
- Fees: Fee schedules, fee policies, and fee management
- Financial management: Financing the start up and maintenance of a private practice
- Business ethics and professional practice

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

Recommended:

Course Level:

X	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	7.0			
Simulation/Lab	N/A			
Practicum/Fieldwork	N/A			
Online	N/A			
Correspondence	N/A			
Total Class Hours	7.0			

Comments on Delivery Methods:

This workshop will be taught using brief synopses of each topic, class discussions, demonstrations, and self-reflective exercises.

Related Program(s): (where applicable)

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

Course Grading System:

Check the system that applies to this course:

<input type="checkbox"/>	Letter Grades	<input type="checkbox"/>	Percentage	<input checked="" type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input type="checkbox"/>	Attendance Only	<input type="checkbox"/>	Not Applicable		

Passing Grade:	Pass
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	100%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

100% attendance in all classes.

Active contribution in large and small group discussions and activities.

Other Course Guidelines, Procedures and Comments:

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records