MASTERS IN COUNSELLING
GENERAL INFORMATION

The Masters in Counselling at HELP University aims to equip people with a high level of professional competence to help people. It is a holistic program that covers all the main areas of study required of a professional counsellor. The program addresses issues in social psychology, developmental psychology, the helping relationship, testing and assessment, group work, research methodology, ethics in the helping profession, career guidance and development, etc.

1. Intake
   - January every year. For the January 2018 Intake, application deadline is 1st December 2017.

2. Course Duration
   The entire program can be completed in 6 semesters or about 2 years minimum depending on mode of study. 
   Maximum duration of 5 years.

3. Mode of Study
   - This program is designed to suit the needs of working adults.
   - Part time: All lectures are scheduled on 2-3 weekday nights, Monday and/or Wednesday and/or Friday usually; possibly other weekdays as well.
   - Full time (subject to availability)

4. Entry requirements
   - A basic undergraduate degree in any discipline with a CGPA of 2.5 over 4.

5. Area of Study
   - Human Growth and Development
   - The Helping Relationship
   - Social and Cultural Diversity
   - Group Work
   - Career Development
   - Assessment
   - Research and Program Evaluation
   - Professional Identity
   - Counselling Practicum and Internship, and
   - Research Project

6. Course Listing
   The Masters in Counselling programme consists of a total of 15 Subjects (51 credit hours) including thesis. The subjects are as follows:

   MC-501 – Human Development Across The Lifespan
   MC-502 – Social Diversity and Culture
   MC-503 – Theories of Counselling and Psychotherapy
   MC-504 – Career Information and Career Development
   MC-505 – Techniques and the Process of Counselling
   MC-506 – Research Methods and Statistics
   MC-507 – Group Process
   MC-608 – Testing and Assessment
   MC-609 – Theory and Practice of Career Counselling
   MC-610 – Marital and Family Counselling
   MC-611 – Analysis of Individuals and Groups in Counselling
   MC-612 – Issues and Ethics in the Helping Profession
   MC-613 – Counselling Practicum
MC-714 – Thesis Writing  
MC-715 – Counselling Internship  

*Kindly refer to Appendix A for description of each course

Electives:  
MC-716 – Multicultural Counselling  
MC-717 – Advanced Counselling Techniques  
MC-718 – Crisis Intervention

**Note that classes are held:**  
Every Monday, Wednesday, Friday (7-10pm) (possibly other weekdays as well)  
Selected Saturdays (9-12pm)  

**Note:** Sequence of subjects may vary from intake to intake.

7. **Course Structure and Approvals**  
   - Structured according to the requirements of the Standards and Requirements of the Training of Counselors, 2003 – 2010 as set by the Malaysian Board of Counselors  
   - The course has been approved by the Jabatan Pengajian Tinggi Malaysia and the National Accreditation Board (MQA).

8. **Course Assessment & Grading Scale**  
   Examination: 40% - 60%  
   - **High Distinction (HD)**: 85 – 100 marks  
   - **Distinction (D)**: 75 – 85 marks  
   - **Credit (CR)**: 65 – 74 marks  
   - **Pass (PS)**: 50 – 64 marks  
   - **Fail (FL)**: 0 – 49 marks  
   Course Work: 40% - 60%

9. **General Psychology Workshop**  
   Students without a psychology background are invited to attend a General Psychology workshop to have a better understanding of the general requirements before classes start.

10. **Sensitivity Training**  
    Prior to the commencement of the Practicum module, all students will be required to participate in an external camp on Sensitivity Training. The costs of the camp will be at the student’s expense.

11. **Fees (First Semester)**  
    * This fee structure applies only to Malaysian students, for International students; please refer to the fee structure for International students  
   a) Application Fee: (On submission of application form for processing)  
   b) Administration Fee: (This is a one-off payment made at the start of the program)  
   c) Resource Fee  
   d) Tuition (Per subject)

   **[Settlement by instalment]**

<table>
<thead>
<tr>
<th>Payment</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>Application fee <em>(on submission of application form)</em></td>
<td>RM 600</td>
</tr>
<tr>
<td>2nd Payment</td>
<td><strong>Part-time</strong> Administration fee + Resource fee + 1st 2 subjects</td>
<td>RM 8,000</td>
</tr>
<tr>
<td></td>
<td><strong>Full-time</strong> Administration fee + Resource fee + 1st 4 subjects</td>
<td>RM 13,000</td>
</tr>
</tbody>
</table>

**PAYMENT:**  
Note: EPF funds can be used for payment of the course fees.
12. **Registration Process**

1. To obtain the application form please visit: [http://www.help.edu.my/component/phocadownload/category/5-postgraduate-courses.html](http://www.help.edu.my/component/phocadownload/category/5-postgraduate-courses.html) or contact the HELP Customer Marketing Department at 03 2716 2000 or the Department of Psychology at 03 2711 2000.

Submit application form with:
- a) application fee of RM600
- b) one passport-sized photo (for Malaysian students) or 6 passport-sized photos (for International students)
- c) photocopy of your identity card
- d) certified copies of academic and professional qualifications (Transcripts and Certificate for SPM, Pre-University and/or equivalent, Degree or any relevant qualifications)

To:
Department of Psychology  
Wisma HELP, Level 3,  
Jalan Dungun, Damansara Heights,  
50490 Kuala Lumpur,  
Malaysia.  
Tel: 03-27112000

2. HELP University will then issue a letter of offer for course admission to successful applicants.

13. **Contact Details**

For further inquiries regarding the program, kindly contact any of the following at:

- Dr Goh Chee Leong  
gohcl@help.edu.my  
Dr Anasuya J Jegathesan (ext: 1133)  
anasuyajj@help.edu.my

- Lee Jue Ying (03-7849 3214)  
leejy@help.edu.my  
Lilian Sharmini (03-7849 3210)  
lilian.s@help.edu.my
Appendix A: Course Description

MC-501 – Human Development Across The Lifespan
This course introduces students to the theories and concepts of Lifespan Development and their use in understanding human behaviour. It explores concepts such as the development of sex-roles, cognitive, physical, moral and identity development. The course also discusses issues such as Stress, Aging, Dealing with Grief and Loss

MC-502 – Social Diversity and Culture
This course is designed to help students understand the major principles of Social Psychology. Discussions will focus on topics such as language and social interaction, ideologies, values, attitudes, emotions and sentiment, attractions and interpersonal relationships, interactions in small groups and social networks. Discussions will also include the application of Social Psychology in everyday life.

MC-503 – Theories of Counselling and Psychotherapy
An introductory study of current major theories and practices of Counselling. Emphasis is on understanding and applying the theories to explain human behaviour and suggesting therapeutic strategies to deal with issues and problems that arise in people. Students will also be encouraged to develop a philosophy of Counselling.

MC-504 – Career Information and Career Development
This course is designed to increase the understanding of students to the world of work and expose them to information about the labour market. It also aims to introduce students to the major theories of career development, personality assessment tools and the basics of career counselling. Foundations in these areas will then be used to plan and implement career development programs at all levels of a person’s development.

MC-505 – Techniques and the Process of Counselling
An introductory course in counselling designed to help students master the basic microskills and the therapeutic process of counselling. The Counselling process will be discussed in generic terms, regardless of the theoretical base being used. Emphasis will be placed on learning, practicing and developing basic Counselling skills for facilitating constructive Counselling, and determining a personal style of counselling for future theoretical and practical integration.

MC-506 – Research Methods and Statistics
This course explores the development of skills necessary for the critical evaluation of behavioural research. Areas of study will include an understanding of the scientific method of research, methodologies employed in research, and statistical analysis.

MC-507 – Group Process
This is a basic course in understanding how groups work and the role of the facilitator in harnessing the power of the group to increase learning. Students will be exposed to models of group development, skills of a facilitator, processes involved in the way groups communicate, and the framework for structured learning experiences. They will also be required to facilitate a group towards a specific outcome, using the theories and skills that they are exposed to at the start of the course.

MC-608 – Testing and Assessment
This is an introductory course in testing and assessment. It introduces the student to the fundamentals of test development as well as the different categories of tests and assessments such as tests for general intellectual ability, tests of separate abilities, and personality tests. Students will have practical experiences taking some of these tests as well as writing up reports and critiques of these tests. They will also be exposed to the ethical principles involved in the use of tests.

MC-609 – Theory and Practice of Career Counselling
This subject focuses on the different theoretical and conceptual approaches to career counselling. Studying these different approaches will help the student decide which of these theories will be most useful to him or her in counselling work. Among the categories of theories that students will be exposed to are the Trait and Type Theories, Life-Span Theory, Special Focus Theories such as Parental Influence Theories and Social Learning and Cognitive Theory. Emphasis will be placed on counselling diverse cultural groups and women. There will also be a focus on the use of tests in these different approaches to career development.
MC-610 – Marital and Family Counselling
This course will help a student come to a better understanding of marital and family issues. It explores some selected theoretical models used in Family Counselling such as the Experiential and Transgenerational Models and the Postmodern and Psycho-educational Family Therapy Models. Contemporary issues in married life such as sexuality and intimacy, conflict, divorce and infidelity will also be discussed.

MC-611 – Analysis of Individuals and Groups in Counselling
This course aims to help students develop skills to appropriately select and administer a variety of psychological assessment instruments. It teaches the fundamental principles of psychological tests and measurements. Students will understand how psychologists construct reliable and valid psychological tests. In addition, students will be acquainted with some of the most frequently used psychological tests and the techniques that are used to score and interpret them.

MC-612 – Issues and Ethics in the Helping Profession
The course sets out to discuss the major ethical issues that counsellors would face in their line of work. Different models of ethical decision making will be discussed and relevant professional codes of conduct in the helping profession will be reviewed in order to develop a universal framework for understanding and dealing with ethical dilemmas.

MC-613 – Counselling Practicum
The counselling practicum course provides students an opportunity for supervised practice in counselling with their peers and a specially selected student population on campus. It offers them an avenue for direct observation of their work and the work of their peers and a unique chance of critical feedback from others before they venture further into real life situations. Students are also exposed to the technical dynamics of the Counselling process such as intake assessments, case recording and preparing transcripts. The total number of hours spent for this course is 240 clock hours.

MC-714 – Thesis Writing
This is a culminating activity of the program which will require students to demonstrate the set of skills necessary for writing up a 12,000 word thesis. Students will need to select an appropriate topic, conduct the literature review, write a research proposal, conduct the research, write up the thesis, and finally defend their thesis.

MC-715 – Counselling Internship
In the Counselling Internship program students learn to now integrate theory with practice in both individual and group settings. Students will be exposed to a wide array of activities where they will assume the different roles and functions that counsellors take on in actual work situations. The ultimate goal of the internship experience is to ensure that students from this program are highly skilled, competent and have the confidence to practice as professional counsellors upon graduation.