

**Course Syllabus**  
**COUN 660G**  
**Career Development**  
**Spring 2023**

**CLASS INFORMATION**

**Instructor:** K. Lynn Pierce, Ph.D., LPC (GA), CRC, ACS

**Format:** Asynchronous online

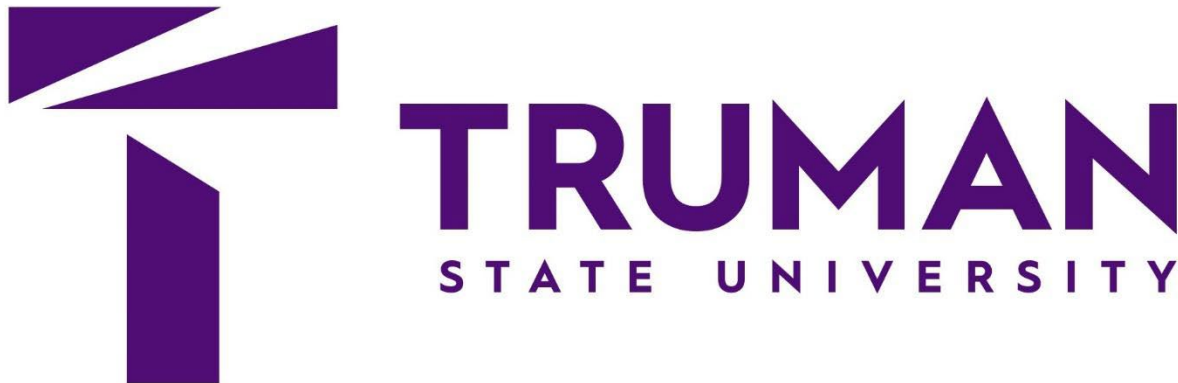
**Phone:** (660) 785-4208

**Email:** [klpierce@truman.edu](mailto:klpierce@truman.edu) \*preferred contact method

**Website:** All course information may be accessed through [Blackboard](#).

**Office Hours:** 8:00 am to 12:00 pm Monday and Thursday; 5:00 pm to 6:00 pm Wednesday  
By appointment: email or schedule at <https://app.simplymeet.me/klynnpierce>

**Zoom Virtual Office Link:** <https://zoom.us/j/96751062547>



**School of Health Sciences and Education Mission Statement**

The School of Health Sciences and Education at Truman State University is committed to preparing students to effectively serve as professional and leaders in their communities and field by providing an exceptional education grounded in the liberal arts and sciences, fostering interdisciplinary collaboration, promoting diverse learning experiences, and inspiring the pursuit of continued scholarship and research.

**Five Pillars**

- Professional programs grounded in the liberal arts and sciences
- Leadership development
- Interdisciplinary collaboration
- Diverse learning and service opportunities
- Pursuit of continued scholarship and research

**Graduate Program Objectives**

Truman's Graduate Program Objectives are:

1. To graduate master's degree students who possess the appropriate depth of knowledge in specific disciplines.
2. To graduate master's degree students qualified to enter and succeed in doctoral programs at leading universities.
3. To graduate master's degree student able to perform in appropriate professional and academic positions.
4. To graduate master's degree students who exhibit the attributes of a liberally educated person.

## Course Overview

### I. Course Catalog Description

#### **COUN 660G: Career Development (3 credit hours)**

Preparation for counselors working in a variety of settings; career development concepts and theories, family and work, career and academic goals and planning, and college and career readiness; evaluation, and uses of career assessments. Prerequisite: Admission to the Counseling program.

### II. Rationale

Work and leisure are critical components of life for the vast majority of people. Because they pervasively impact the daily functioning of clients and students, counselors must be familiar with the history, theory, ethics, assessments, and multicultural considerations involved with career development, choice, and practice

### III. Credit Hour Statement

This course is worth three credit hours. During a week you should expect to do an average of 450 minutes of work on this course. This may include, but is not limited to, viewing video lectures, reading, written assignments, essays, discussion boards, study for examinations and quizzes, and other tasks as described in this syllabus. The time to complete these tasks is an average that represents the typical amount of time a student can expect to commit. Times may vary by the student.

### IV. Proficiencies for Counselors

Counselors-in-training must master proficiencies from two major sources: local state laws pertaining to counselor licensure and certification and the standards developed by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Since the Truman State University counseling program operates across multiple states, students are advised to check the program alignment website (<https://consumerinformation.truman.edu/stateauthorization/>) for their specific state.

Standards addressed in this course include:

#### ***CACREP Section 2: Professional Counseling Identity Standards F.***

##### **4. CAREER DEVELOPMENT**

- a. theories and models of career development, counseling, and decision making
- b. approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors

- c. processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems
- d. approaches for assessing the conditions of the work environment on clients' life experiences
- e. strategies for assessing abilities, interests, values, personality and other factors that contribute to career development
- f. strategies for career development program planning, organization, implementation, administration, and evaluation
- g. strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy
- h. strategies for facilitating client skill development for career, educational, and life-work planning and management
- i. methods of identifying and using assessment tools and techniques relevant to career planning and decision making
- j. ethical and culturally relevant strategies for addressing career development

## V. Student Learning Outcomes

The programmatic student learning outcomes for this course are as follows:

- 4 Articulate the pervasiveness of work and identify ethical and culturally relevant strategies to equip clients for meaningful work and leisure

## VI. Instructional Methods and Minimum Technical Skills

Instructional methods for this course include:

- Lecture and discussion
- Test reviews
- Student presentations
- Case studies
- Individual projects
- Computer-based activities
- Self-reflective exercises

Certain minimum technical skills are required for students in a fully online program. These include accessing and navigating TruView (<https://truview.truman.edu>), proficiency with university email (accessed through TruView or <http://gmail.com>), accessing material and submitting assignments via Blackboard (<http://blackboard.truman.edu>), word processing abilities (e.g., use of Microsoft Word), and use of teleconferencing software (e.g., Zoom).

## Course Content

### VII. Required Texts, Related Readings, and Materials/Supplies *Required*

Tang, M. (2019). *Career development and counseling: Theory and practice in a multicultural world*. SAGE.

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.).

**Minimum Technology Requirements**

Blackboard and Zoom are two programs used in this course. To determine the minimum technology requirements for these pieces of software, please see

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support) and <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>, respectively. Truman's Information Technology Services also has minimum requirements found at <https://its.truman.edu/docs/bringing-a-computer-to-truman/>.

Because this is an online course, the following is required:

- regular weekly internet access
- noise cancelling headset and microphone
- webcam

**Bookstore Website:** <https://www.bkstr.com/trumanstatestore/home>

**Truman Library Website:** <http://library.truman.edu>

NOTE: A student is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**VIII. Course Requirements and Grading**

Cumulative course evaluation is based on a 100-point scale. The total number of points earned will determine the semester grade.

90 - 100 points = A

80 - 89 points = B

70 - 79 points = C

60 - 69 points = D

Below 60 points = F

n.b. Please see the special note on proctored exams in the Course Policies section.

**Assignment Summary Chart**

Assignment	Percent of Total Grade	Due Date	CACREP Standards Addressed	SLO Addressed
Final Exam (cumulative of quizzes)	25%	Weeks 1, 2, 3, 4, 7, 8, 11, 13, and 14	2F4a, 2F4b, 2F4c, 2F4d, 2F4e, 2F4f, 2F4g, 2F4h, 2F4i, 2F4j, 5G1c, 5G2c	4
Discussion Posts	25%	Weekly	2F4a, 2F4b, 2F4c, 2F4d, 2F4e, 2F4f,	4

Assignment	Percent of Total Grade	Due Date	CACREP Standards Addressed	SLO Addressed
			2F4g, 2F4h, 2F4i, 2F4j, 5G1c, 5G2c	
Career Genogram and Reflection	10%	Week 5	2F4b, 2F4c, 2F4e, 2F4i, 2F4j	4
Career Assessment Video and Reflection Paper	15%	Week 8	2F4b, 2F4c, 2F4d, 2F4e, 2F4h, 2F4i, 2F4j, 5G2c	4
Career Investigation Paper	10%	Week 12	2F4a, 2F4b, 2F4c, 2F4d, 2F4f, 2F4g, 2F4i, 2F4j, 5G1c, 5G2c	4
Serving Diverse Populations Presentation	15%	Week 15	2F4a, 2F4b, 2F4c, 2F4d, 2F4f, 2F4g, 2F4h, 2F4i, 2F4j, 2F2h	4

### ***Detailed Descriptions***

#### A. Final Exam 25% of final grade

The final examination grade consists of the weekly chapter quizzes found on Blackboard. You are expected to complete each quiz as you finish reading a chapter. The quiz on the reading is Due Sunday night by 11:59 p.m. Central Time. Some topics are grouped together, so expect a quiz roughly every other week, exact weeks are noted in the table above. The system will lock quizzes at that time, which means that incomplete quizzes will be submitted automatically.

**Because you have at least a week to complete each quiz, I will not re-open quizzes after the due date has passed.** The quizzes are open-book. You are allowed two untimed attempts, and I will take the higher of the two scores. This system is designed to reward timely reading and revisiting the material.

Quizzes will be 5-10 questions individually, with approximately 100 questions over the course of the semester calculated for the final exam grade.

#### B. Discussion Postings 25% of final grade

Discussions are designed to engage your thinking about the readings and to stimulate interaction with other students. A series of case studies and discussion questions pertaining to assigned chapters or topics will be posted on Blackboard. You will be required to post your own response to the discussion prompt and to respond meaningfully to at least two of your peers.

All original responses to the discussion topic for the week will be due on Friday by 11:59 p.m. Central Time, and responses to peers must be completed by the same Sunday at 11:59 p.m. Central Time (with your quiz and any other assignments for the week).

Before responding, it will be important to thoughtfully read the appropriate material. Points will be given for:

- Timely contributions
- Correct English usage, grammar, and spelling
- Offering up ideas or resources and inviting a critique of them
- Asking challenging questions
- Articulating, explaining and supporting positions on ideas
- Citing relevant resources to validate points
- Exploring and supporting issues by adding explanations and examples
- Reflecting on and re-evaluating personal opinions
- Offering a critique, challenging, discussing and expanding ideas of others
- Negotiating interpretations, definitions, and meanings
- Summarizing previous contributions and asking the next question
- Proposing actions based on ideas that have been developed

Additionally, for each discussion post, 2 points are reserved for peer response contributions (so expect to get an 8 maximum if you have not engaged in the discussion with your peers as this will be an essential component of learning and participation in the course)

Please note that I will regularly engage in discussion threads, but after the first discussion I will not respond to all student posts in all discussion threads, however I will offer any feedback and comments when I grade your participation.

C. Career Genogram and Reflection 10% of final grade

Using SmartDraw (<http://www.smartdraw.com/downloads/>) or a similar software of your choice, create a career genogram for your family.

The genogram should include:

- your grandparents
- your parents, your parents' siblings, and the siblings' spouses, and
- you and your spouse, your siblings and their spouses, and your first cousins and spouses.

For each entry, include the highest degree or certification attained, the subject of the certifications or degrees, and the most recent form of employment.

To accompany the illustration, write a 5-7 page paper with the following sections:

- Introduction – introduce your career genogram
- Entries – explain each entry on your genogram
- Self – describe your own history with the world of work and influences that led to your current role(s)
- Future Plans and Conclusion – outline your future goals and tie the components of the paper together

Note that if you choose to use SmartDraw the trial is only good for 7 days so please plan carefully. A review of basic genogram symbols can be found at [https://www.researchgate.net/figure/Commonly-used-genogram-symbols\\_fig1\\_31222657](https://www.researchgate.net/figure/Commonly-used-genogram-symbols_fig1_31222657).

To receive full credit, the paper must be written and formatted in correct APA 7 style. This includes font, margins, spacing, capitalization, indentation, page numbers, headers, citations, references, and properly removing the extra space between paragraphs inserted by Microsoft Word and other programs. Please refer to the APA 7 manual for details and examples. Papers should consist of at least five full pages of content, which does not include title, abstract, or reference pages. Papers may contain more than ten full pages of content.

D. Career Assessment Video and Reflection Paper      15% of final grade

For this assignment, students will be provided information to take two formal assessments through the Truman State University Career Center. One of these assessments will be an interest profiler-type assessment, and the other will be a MBTI personality assessment.

More detailed information about this assignment will be posted in Blackboard and go out in an announcement, as the exact process is being finalized. This will include the exact date the assessments must be completed by, but plan to complete your assessments in week 6 or very early in week 7 so the results are available for interpretation as described below.

In pairs provided by the instructor, students will schedule a time to meet and facilitate a conversation with their partner about the assessment results. This is an opportunity to demonstrate strategies discussed in the book and in class discussion related to interpretation of career assessments. These conversations will be recorded and feedback will be provided.

Finally, each student should complete a reflective paper containing at least 2 pages of content, discussing the experience of interpreting a career assessment, the accuracy of your own results, and takeaways from this assignment.

Required materials to be uploaded to Blackboard include the video of your partner session and the reflection.

E. Career Investigation Paper      10% of final grade

Write a 5-7 page paper that explores a career with the Holland code that is opposite your own. For example, if your assessment results showed that you are an RAS, you would find a career that an SCR would hold. The paper should include information on training, prerequisite skills, and education; common routes of entry into the field, such as apprenticeships or internships; typical incomes; and prospects for employment. Please include the occupational codes for this career as they are given on O\*NET and in the current edition of the Dictionary of Occupational Titles. Your reference list should include at least eight sources, including the Dictionary of Occupational Titles, O\*NET, and the Bureau of Labor Statistics (meaning you'll need to find 5 additional sources). This should be formatted as a narrative; bulleted information is not an acceptable form of reporting for this assignment.

To receive full credit, the paper must be written and formatted in correct APA 7 style. This includes font, margins, spacing, capitalization, indentation, page numbers, headers, citations, references, and properly removing the extra space between paragraphs inserted by Microsoft Word and other programs. Please refer to the APA 7 manual for details and examples. Papers

should consist of at least five full pages of content, which does not include title, abstract, or reference pages. Papers may contain more than seven full pages of content

**F. Serving Diverse Populations Presentation 15% of final grade**

Give a presentation on considerations related to career counseling for a population of your choice. Presentations will be 15-20 minutes and will be posted to Blackboard.

You can choose any underserved or minority population on which to focus. Examples include: clients with disabilities, undocumented clients, LGBTQIA+ clients, international students, veterans, Latinx clients, African American clients, Asian American clients, first generation college students, or older adults transitioning careers.

Topics will be chosen in a discussion post prompt in the first half of the class. This will allow time to explore the content in the class and also to implement any feedback. If you know your chosen population earlier and would like to work ahead, you're welcome to let me know by email earlier in the semester.

Be sure there is enough research and literature about your chosen population and career counseling. Your references should include the textbook and at least 3 journal articles.

Your presentation should include:

- Brief background on the population – focus mainly on career-related background
- Issues this population faces in the career development and/or career counseling process, including any relevant critique of theories that do or do not account for these concerns
- Suggestions for career counselors working with this population (attending to multicultural, social justice, and advocacy issues and strategies)
- Resources for career counselors working with this population (websites, organizations, and/or research findings)
- At least one intervention, assessment, activity, or approach you might use working with the population as a career counselor, your rationale for the approach, and any considerations you'd have in determining its appropriateness for an individual client
- A PowerPoint or Prezi presentation
- A word/PDF handout including resources and references, so classmates will have this in the future

*\* In the last weeks of the class you will also be asked to view each of your peer's presentations, as we would in a face-to-face setting and to provide a feedback form. I will compile the feedback and include this with my grading and feedback on the presentations.*

**IX. Topical Outline and Tentative Schedule**

*\*Materials will be available 1-2 weeks at a time, to keep the class together and allow for revisiting and integrating content based on prior testing/discussion. New content will be posted no later than Sunday evening preceding the Monday "week" start date in the schedule.*

<u>Dates</u>	<u>Week</u>	<u>Scheduled Topic</u>	<u>Chapters Covered</u>



1/17-1/22	Week 1	Introduction; Syllabus and Course Overview; ( <b>Weekly discussion post MUST be completed by Saturday for Substantive Engagement Requirement</b> )	Tang 1
1/23-1/29	Week 2	History and Trends in Career Counseling; Global Work	Tang 2
1/30-2/5	Week 3	Career Development and Theories	Tang 4
2/6-2/12	Week 4	Career Development and Theories (cont.) ( <i>Genogram due Sunday</i> )	Tang 5
2/13-2/19	Week 5	Career Development and Theories Application	Tang 4 & 5
2/20-2/26	Week 6	Career Counseling Process	Tang 6
2/27-3/5	Week 7	Career Assessment ( <i>Complete Career Assessments and Schedule meeting with Partner</i> )	Tang 7
3/6-3/12	Week 8	Career Counseling Strategies ( <i>Career Assessment- due Sunday</i> )	Tang 8
3/13-3/19		Spring Break	N/A
3/20-3/26	Week 9	Technology in Career Counseling	Tang 9
3/27-4/2	Week 10	Career Counseling in K-12	Tang 11
4/3-4/9	Week 11	Career Counseling in Higher Ed ( <i>Career Investigation Due Sunday</i> )	Tang 12
4/10-4/16	Week 12	Career Counseling in Community Settings and Adult Career Development	Tang 13, 14
4/17-4/23	Week 13	Vocational Counseling and Rehabilitation Settings	Blackboard
4/24-4/30	Week 14	Cross Cultural Perspectives; Ethical and Legal Considerations and Implementation ( <i>Presentations Due Sunday</i> )	Tang 3, 15
5/1-5/5	Week 15	Special Populations- Review Classmate Presentations	Blackboard
5/6-5/12	Finals Week	All Presentation Feedback Due, All Quizzes Due for Final	

## X. Important Dates

First day of term: January 17, 2023

Drop dates:

Last day to drop without \$50 Add/Drop Fee: January 23, 2023

Last day to drop a course without a W: February 10, 2023

Last day to drop a course with a W or WF: May 5, 2023

Last day to withdraw from all classes: May 5, 2023

Last day of classes: May 5, 2023

Last day of finals: May 12, 2023

## Policies

## XI. Course Policies

### A. Attendance

Attendance in this online class will be determined by the completion of assignments and weekly activities (weekly quizzes and discussion posts) on Blackboard. Please plan to log into the course regularly and to engage with your peers in discussions.

### B. Substantive Engagement

Truman policy and federal regulations require that students demonstrate that they are academically engaged in the courses they take. You must meet this requirement within the first calendar week of the semester, beginning at 12:00 am on Monday (8/22/2022) and ending 11:59 pm Saturday (8/28/2022). Failure to do so, or to provide an explanation of an extenuating circumstance by that date and time will result in your removal from the course. Under certain circumstances, removal could impact your scholarship eligibility or financial aid. For the purposes of this class, establishing academic engagement requires, at a minimum, posting in the first discussion board to introduce yourself.

### C. Late Work

It is the student's responsibility to turn in assignments by the deadline stated. Ten percent may be deducted for each 24-hour period the assignment is late. This 24-hour period starts immediately following the assignment due date and time.

Please contact the instructor as soon as possible if you will not be able to turn in an assignment on time. After 1 week, missing assignments will automatically be assigned a grade of zero if there has not been an agreement between student and instructor for an extension.

### D. Proctoring

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period (which for summer, is Day 1 of the session).

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (external or built-in) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that students should select private spaces for the testing. Students with concerns may discuss the location of an appropriate space for the recordings with their instructor or advisor.

There is a fee that will be charged to you the student at the time of the proctored exam. That fee may be up to \$10 per exam. (Discounts may occasionally be in effect and are not under the control of Truman). **Because this course will have zero proctored exams, you do not have to register for this service.**

Proctored exam information will be provided prior to any proctored exam. Be aware you must use Google Chrome to take the exam, install the Proctorio Chrome browser extension (from [getproctorio.com](https://getproctorio.com)), and show an official photo identification (ID). You can use either a valid driver's license, passport, or school ID.

For additional information about online proctoring, students may visit the [Proctorio Support for Students](#) website.

#### E. Response Times and Feedback

Under normal circumstances, I will respond to emails and phone calls within two days of receiving them. If calling by phone, please be prepared to leave a message with a phone number to call you back. Email is quicker. You can also set up a zoom appointment with me outside of my office hours through my booking link: <https://app.simplymeet.me/klynnpierce>. It is best to let me know via email if you plan to attend office hours in advance so that I can prepare to meet with you and so that you aren't stuck in the virtual waiting room while I'm meeting with another student. I typically check email at least twice a day (morning and end of the day in Eastern time) throughout the work week and do not regularly check my work email over the weekend or in the evenings.

Regular weekly assignments such as quizzes, journals, and discussion posts will be graded each week. Major assignments may take two to three weeks

## **XII. Departmental Policies**

#### A. Student Diversity and Confidentiality

The courses in this program are not always lecture courses. Rather, the program is sometimes reliant upon interactions, and these may bring differing perspectives to light. As a class, we may not agree on all the issues or come to a single understanding on any subject. There are, however, key elements of the material that we, as a faculty preparing professional counselors, will expect you to be able to explain and hold a conversation about—even if, as individuals, we hold differing and/or contradictory opinions about that element/issue. In that vein, everyone is expected to think about the role of oppression, power, and privilege, as well as their own assumptions surrounding issues of sexism, racism, heterosexism, classism, ageism, genderism, and other forces of inequality/oppression that may be discussed throughout the program and individual courses. It is crucial that we all remain respectful, considerate, and willing to hear each other's opinions, thoughts, and feelings while maintaining awareness of the systems of oppression/privilege that may be influencing our experiences and beliefs. It is also crucial that we cultivate an atmosphere of safety wherein people can give and receive feedback on how they were heard/perceived or how the dynamics of power and privilege are at work in the classroom, with clients, and during supervision. It is also important that we keep in mind how our beliefs may be related to or in conflict with the codes of ethics and values of the profession of counseling. Finally, we occasionally deal with very personal and sensitive matters. Please show respect for your classmates by keeping confidential any personal information revealed during class time or supervision. If you are concerned about the welfare of a classmate, please contact a faculty member immediately.

#### B. Attendance

Regular attendance is expected. For the purposes of online asynchronous courses, a student will be considered to be in attendance in an online class when the individual 1) participates in online discussions or activities about academic matters; or 2) initiates contact with faculty to ask questions about subject studies; or 3) completes assignments; or 4) takes tests. Logging into an online course without active participation does not constitute attendance. Please contact your instructor if you need to miss.

By default, University policy allows a student to miss 1/16th of class meetings for **sanctioned** purposes. This translates into a single class for most long-semester graduate courses. The full list of sanctioned purposes is in the University policy (<https://policies.truman.edu/policylibrary/attendance-policy/>) but includes “health related absences for which valid documentation is presented” and “absences covered by Truman’s non-discrimination policy (e.g. special religious observances, military commitments).” Absences related to accommodations will be handled in conjunction with appropriate University offices. Individual instructors may set course consequences for additional absences and for unsanctioned absences.

Students should notify instructors of an anticipated absence **in writing** both during the free add/drop period and prior to the actual absence. Students should notify instructors of an unanticipated absence **in writing** as early as possible. Absent students remain responsible for meeting the assignment deadlines stated in the syllabus and should work with the instructor to complete any in-class exercises “within a reasonable length of time”. Please note that accreditation expectations, particularly related to Practicum and Internship, must still be met to earn credit in those courses.

#### C. Regular and Substantive Interaction

#### D. Netiquette, Civil Dialog, and Professional Communication

Greenidge (2016) provides recommended rules of etiquette for online communications (netiquette). Among the recommendations for written communication such as emails and discussion posts:

- respect others and the opinions of others
- be polite
- refrain from writing in ALL UPPERCASE, as this conveys dissatisfaction and anger
- revise before submitting to ensure clear communication
- avoid acronyms, internet lingo, and text speak (e.g., BTW, idk, l8r) to reduce confusion
- write concisely and clearly, using short paragraphs to increase readability
- identify sources
- contribute substantial responses
- attend to language, since readers lack the benefit of nonverbal cues; clarify when needed, and pause before responding, if another’s communication comes across as insensitive or offensive

Greenidge, W. (2016). Interacting productively with faculty and peers. In C. J. Sheperis & R. J. Davis (Eds.), *Online counselor education: A guide for students* (1st ed., pp. 129-150). Sage.

Students are expected to exhibit honesty in their academic and professional work. Examples include proper attribution of sources, accurate reporting of clinical hours attained and research results, avoiding misrepresentation, and seeking instructor permission before reusing work submitted for another class, collaborating on assignments, or disclosing test contents. Students are also expected adhere to the American Counseling Association Code of Ethics.

F. Informed Consent Statement for Counseling Courses

Faculty members are dedicated to the educational, personal, and professional growth and development of our students. Faculty members are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession, clients, and the public at large. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such please be aware of the following:

- The counseling profession encourages counselors to fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective counselor.
- There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
- At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's personal history. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
- Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the American Counseling Association's Code of Ethics (2014).
- Students often experience personal growth as they progress through the program. However, the courses are not meant to be a means of personal therapy. The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
- Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
- It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.
- Students are expected to adhere to the American Counseling Association's Code of Ethics (2014) in classwork and interactions with clients, classmates, colleagues, supervisors, and faculty.

(This statement is slightly modified from a parallel statement at The University of Texas at Tyler.)

#### G. Counseling Program Evaluation, Retention, Remediation, and Dismissal Policy

Faculty, training staff, supervisors, and administrators of the Counseling program at Truman State University have a professional, ethical, and potentially legal obligation to: (a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well-being, interpersonal skills, professional development, and personal fitness for practice); and, (b) ensure, insofar as possible, that the student-trainees who complete our programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, and within the parameters of our administrative authority, our faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

As such, within a developmental framework, and with due regard for the inherent power difference between students and faculty, students and trainees should know that the faculty, training staff, and supervisors of our programs will evaluate their competence in areas other than, and in addition to, coursework, seminars, scholarship, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which student trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal counseling/therapy in order to resolve issues or problems). [Slightly modified from The University of Texas at Tyler version of the Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs statement developed by the Student Competence Task Force of the APA Council of Chairs of Training Councils (CCTC), (<http://www.apa.org/ed/graduate/cctc.html>), approved March 25, 2004.

#### Evaluating student fitness and performance

Members of the faculty, using professional judgment, continuously evaluate each student's fitness and performance. Students receive information related to their fitness and performance from faculty members, their advisors, and their supervisors. The criteria used by the faculty to make such judgments include instructor's observations of course performance, evaluations of students' performances in simulated practice situations, supervisors' evaluations of students' performances, and the American Counseling Association's Code of Ethics (2004). Students are formally evaluated at least annually by the program faculty.

Students who are not making satisfactory progress or who are not meeting program standards should consider withdrawing from the program. In this context, the term “unsatisfactory progress in the program” refers to an academic judgment made regarding the student’s fitness and performance. It is a determination that the student has failed to meet academic, ethical, and/or professional standards.

(This is slightly modified from a parallel statement at The University of Texas at Tyler.)

### Minimum grade requirements

All Truman State University graduate programs, including Counseling, have minimum grade requirements related to continued enrollment, academic probation, academic suspension, and graduation. These include an expectation of an overall GPA of 3.00 or higher; the ability to retake one (1) course in which a grade of “C”, “D”, or “F” was earned; and all grades earned at Truman counting in GPA calculations, whether repeated or not (Please see the 2021-2022 Catalog (<http://catalog.truman.edu/content.php?catoid=20&navoid=1200>) for additional information). In addition, certain courses, including Practicum and Internship, require minimum grades in specific preceding courses.

Regardless of GPA, no more than 2 grades of “C” may count toward degree requirements. No grade below “C” may count. Please note that some states require grades of “B” or better in every class for applicants to be licensed.

(2021-2022 Catalog

[http://catalog.truman.edu/preview\\_program.php?catoid=20&poid=3884&returnto=1183](http://catalog.truman.edu/preview_program.php?catoid=20&poid=3884&returnto=1183);

[http://catalog.truman.edu/preview\\_program.php?catoid=20&poid=3780&returnto=1183](http://catalog.truman.edu/preview_program.php?catoid=20&poid=3780&returnto=1183))

## **XIII. University Policies**

### A. Attendance

The University-wide attendance policy can be viewed at <http://policies.truman.edu/policylibrary/attendance-policy/>.

### B. Substantive Engagement

Truman policy and federal regulations require that students demonstrate that they are academically engaged in the courses they take. You are required to meet this requirement within the first calendar week of the semester, beginning at 12:00 am on Monday *{Insert date}* and ending 11:59 pm Saturday *{Insert date}*. **Failure to do so**, or to provide an explanation of an extenuating circumstance by that date and time **will result in your removal from the course**. Under certain circumstances, removal could impact your scholarship eligibility or financial aid. For the purposes of this class, establishing academic engagement requires, at a minimum, *{Insert assignment you need them to complete}*.

### C. Emergency Procedures

In each classroom on campus, there is a poster of emergency procedures explaining best practices in the event of an active shooter/hostile intruder, fire, severe weather, bomb threat,

power outage, and medical emergency. This poster is also available as a PDF at this link: <http://police.truman.edu/files/2015/12/Emergency-Procedures.pdf>.

Students should be aware of the classroom environment and note the exits for the room and building. For more detailed information about emergency procedures, please consult the Emergency Guide for Academic Buildings, available at the QR code shown or at the following link: <http://police.truman.edu/emergency-procedures/academic-buildings/>.



This six-minute video provides some basic information on how to react in the event there is an active shooter in your location: <http://police.truman.edu/emergency-procedures/active-shooter/active-shooter-preparedness-video/>.

Truman students, faculty, and staff can sign up for the TruAlert emergency text messaging service via TruView. TruAlert sends a text message to all enrolled cell phones in the event of an emergency at the University. To register, sign in to TruView and click on the “Truman” tab. Click on the registration link in the lower right of the page under the “Update and View My Personal Information” channel on the “Update Emergency Text Messaging Information” link. During a campus emergency, information will also be posted on the TruAlert website <http://trualert.truman.edu/>.

#### D. Non-Discrimination

Truman State University, in compliance with applicable laws and recognizing its deeper commitment to equity, diversity, and inclusion which enhances accessibility and promotes excellence in all aspects of the Truman Experience, does not discriminate on the basis of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy), sexual orientation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Faculty and staff are considered “mandated reporters” and therefore are required to report potential violations of the University’s Anti-Discrimination Policies to the Institutional Compliance Officer.

Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. Truman State University encourages individuals who believe they may have been impacted by sexual or gender-based discrimination to consult with the Title IX Coordinator who is available to speak in depth about the resources and options. Faculty and staff are considered “mandated reporters” and therefore are required to report potential incidents of sexual misconduct that they become aware of to the Title IX Coordinator.

For more information on discrimination or Title IX, or to file a complaint, contact:

**Ryan Nely**



Institutional Compliance Officer, Title IX and Section 504 Coordinator  
Office of Institutional Compliance  
Violette Hall, Room 1308  
100 E. Normal Ave.  
Kirksville, MO 63501  
Phone: (660) 785-4354  
[titleix@truman.edu](mailto:titleix@truman.edu)

The institution's complaint procedure can be viewed at <http://titleix.truman.edu/files/2015/08/University-Complaint-Reporting-Resolution-Procedure.pdf>, and the complaint form is accessible at <http://titleix.truman.edu/make-a-report/>.

#### E. FERPA

Education records are protected by the Family Education Right to Privacy Act (FERPA). As a result, course grades, assignments, advising records, etc. cannot be released to third parties without your permission. There are, however, several exceptions about which you should be aware. For example, education records can be disclosed to employees or offices at Truman who have an "educational need to know". These employees and offices may include your academic advisor, the Institutional Compliance Officer, the Registrar's Office, or Student Affairs depending on the type of information. For more information about FERPA, see <http://www.truman.edu/registrar/ferpa/>.

#### F. Academic Honesty

Personal and scholarly integrity are expected of everyone in the class. Failure to live up to those responsibilities risks earning a failing grade on the assignment/examination, a failing grade for the course, and/or in serious cases expulsion for the academic program or University. The University policy on academic dishonesty as published in the Student Conduct Code and General/Graduate Catalog applies ([http://catalog.truman.edu/content.php?catoid=15&navoid=801#Academic Dishonesty](http://catalog.truman.edu/content.php?catoid=15&navoid=801#Academic_Dishonesty))

Please see <https://www.truman.edu/wp-content/uploads/2013/05/Academic-Integrity-Policy.pdf> for additional details.

#### G. SafeAssign

Truman State University subscribes to SafeAssign via Blackboard. Papers and essay exams written for this course will be submitted through SafeAssign to ensure Academic Integrity is maintained. Your submissions are shared with the University and Global database of SafeAssign whereby the content of your submissions will be compared to other future submissions.

#### H. Statement on Disruptive Behavior

"Behavior that persistently or flagrantly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and instructor's ability to teach. A student responsible for disruptive behavior may be asked to leave class pending discussion and resolution of the problem..." and

may be reported to the Office of Citizenship and Community Standards. (*Quotation from Washington State University*).

## Learner Support and Feedback to the University

### XIV. Resources

The University provides a range of academic and student support services to ensure student success. These offices can advise on learning strategies, point toward valuable services, and help troubleshoot technical problems as they arise.

#### A. Center for Academic Excellence

[The Center for Academic Excellence](#) provides advising for students in their first year for most departments, as well as tutoring services. The Center is located in PML 109, and it may be reached at 660-785-7403.

#### B. Counseling Services

[Counseling Services](#) are available on campus at McKinney Center. Appointments may be scheduled by calling (660) 785-4014. An after-hours crisis line is also available at 660-665-5621.

#### C. IT Help Desk

The [IT Service Center](#) has combined the IT Call Center, Help Desk, and Telephone Services into a one-stop location to serve you. You will find the following services and more when you stop by PML 203 or call 660-785-4544. You may submit a customer support ticket at <https://otrs.truman.edu/otrs/customer.pl>.

#### D. Office of Student Access and Disability Services

To obtain disability-related academic accommodations, students with documented disabilities must contact the course instructor and the Office of Student Access and Disability Services (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disability Services website at <http://disabilityservices.truman.edu/>.

You may also contact OSA by phone at (660) 785-4478 or email at [studentaccess@truman.edu](mailto:studentaccess@truman.edu).

#### E. Writing Center

I encourage you to use the University's [Writing Center](#) for your writing projects. It is not a proofreading service. The writing consultants will read your work and give you feedback, letting you know what is working well (and why) and what might not be working so well (and why). They can help you understand and better your writing craft. They can also do brainstorming if you're having a hard time getting started. And they have an online scheduler, so making an appointment is easy. The Writing Center is located in PML 107.

#### F. Additional Resources for Students

A list of additional resources is available at <https://www.truman.edu/majors-programs/graduate-studies/online-orientation/campus-resources/>.

Information on the Counseling program can be accessed via the *{Department Website}* or the University Catalog (<http://catalog.truman.edu>).

## XV. Feedback

### A. Student Survey of Instruction

You will be asked to complete a survey regarding my instruction in this course at the end of the term. The survey is anonymous and I will not see the results until after grades have been completed. It is very important that I receive this feedback as it helps me to continuously improve this class. It also helps the University make decisions about our overall curriculum. Please be sure to participate in this survey opportunity.

### B. Other Important Contacts

Various offices that provide services to online students are identified at the [One Stop Services](#) page on [online.truman.edu](http://online.truman.edu). Should you need to consult with administrators that oversee this department and course, here is the contact information for those individuals:

**Chair of Counseling:**

Dr. Karl Witt  
660.785.5400  
[karlwitt@truman.edu](mailto:karlwitt@truman.edu)

**Dean of Health Sciences and Education:**

Dr. Lance Ratcliff  
Violette Hall 2300  
660.785.4383  
[lratcliff@truman.edu](mailto:lratcliff@truman.edu)

Hopefully, your experience with this class is positive. When and if you feel a complaint about this or another course is required, however, the procedure for lodging a complaint can be found on the University's [Report a Complaint](#) page. Students taking an online course from outside the state of Missouri should follow the complaint procedure [offered here](#). **Students are always asked to address their complaint to the professor of the course first when possible, then take their concerns to the Department Chair if the matter cannot be resolved with the faculty member.**