

Course Syllabus
COUN 603G
Assessment and Appraisal
2022

CLASS INFORMATION

Instructor: Cameron Ortega, PhD, LPC-S (TX), LCDC (TX)

Format: Asynchronous online

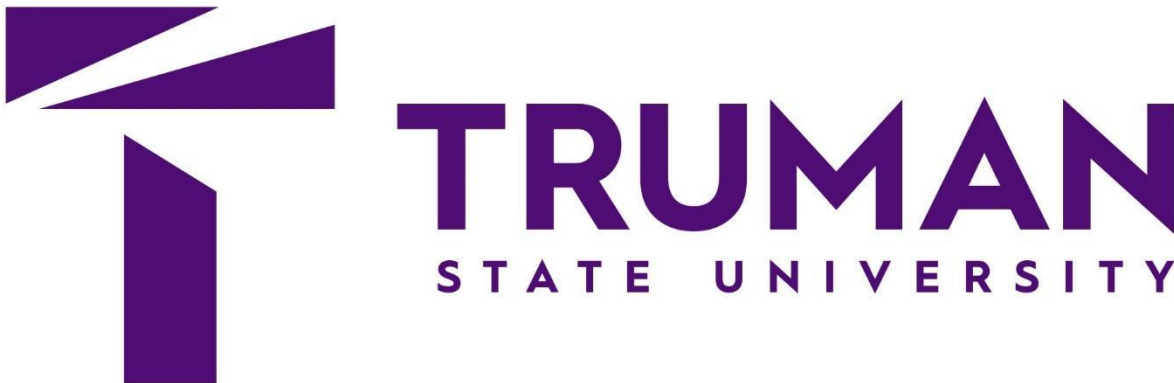
Phone: 956-453-0053

Email: Cortega@truman.edu (preferred)

Website: All course information may be accessed through Brightspace.

Office Hours:

Zoom Virtual Office Link



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.

COVID-19 Face Covering Requirements

Consistent with guidance for higher education institutions from the Centers for Disease Control and to help us reduce the possible spread of COVID-19, when this class meets in the same geographic location, or you attend office hours in person, you will be required to wear a face covering that completely covers your nose and mouth. You will be expected to keep the covering on at all times while we are meeting. In the event you arrive without a face covering, I will ask you to leave until you are able to obtain one and return. Thank you for your help in containing this virus and helping to protect your peers.

Course Overview

- I. Course Catalog Description**
- II. Rationale**

Assessment is an essential part of counseling. Counselors regularly assess their clients through informal information-gathering, standardized testing, and as part of the diagnostic process. To effectively select, administer, and interpret formal and informal instruments, counselors must understand both ethical and cultural factors and fundamental concepts of reliability, validity, and applicability.

- 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 (<http://programalignmentwebsite.truman.edu>) for their specific state.

Standards addressed in this course include:

CACREP Section 2: Professional Counseling Identity Standards F.

4. CAREER DEVELOPMENT

- 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
- i. methods of identifying and using assessment tools and techniques relevant to career planning and decision making

7. ASSESSMENT AND TESTING

- a. historical perspectives concerning the nature and meaning of assessment and testing in counseling
- b. methods of effectively preparing for and conducting initial assessment meetings
- c. procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide
- e. use of assessments for diagnostic and intervention planning purposes
- f. basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments
- g. statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations
- h. reliability and validity in the use of assessments
- i. use of assessments relevant to academic/educational, career, personal, and social development
- j. use of environmental assessments and systematic behavioral observations
- k. use of symptom checklists, and personality and psychological testing
- l. use of assessment results to diagnose developmental, behavioral, and mental disorders
- m. ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results

CACREP Section 5: Entry-Level Specialty Areas

C. Clinical Mental Health Counseling Standards

1. FOUNDATIONS
 - e. psychological tests and assessments specific to clinical mental health counseling
3. PRACTICE
 - a. diagnostic interviews, mental status examinations, symptom inventories, psychoeducational and personality assessments, biopsychosocial histories, assessments for treatment planning, and assessments for assistive technology needs
 - b. career- and work-related assessments, including job analysis, work site modification, transferrable skills analysis, job readiness, and work hardening

G. School Counseling Standards

1. FOUNDATIONS
 - e. assessments specific to P-12 education
3. PRACTICE
 - e. use of developmentally appropriate career counseling interventions and assessments

V. Student Learning Outcomes

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

2. Account for cultural factors in work with clients and engage in self-examination and reflective practice
7. Use assessment principles to select valid, reliable instruments for diagnosing client career, academic, and mental health concerns and using the results to inform work with clients

VI. Instructional Methods and Minimum Technical Skills

Instructional methods for this course include:

Lecture and discussion
 Student presentations
 Individual practice
 Group practice
 Blackboard postings

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).

{Please include additional course-specific technical skills as needed.}

Course Content

I. Required Texts, Related Readings, and Materials/Supplies *Required*

Whiston, S. C. (2017). *Principles and applications of assessment in counseling* (5th ed.). Brooks/Cole.

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

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 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/>.

{Please include additional minimum technology requirements as appropriate, e.g., a webcam, microphone, and noise-cancelling headphones for synchronous classes. If using a proctoring service, please be sure to include those technology requirements here.}

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.

II. Course Requirements and Grading

Cumulative course evaluation is based on a percentage scale. Assignments and assignment categories are weighted to make up a specific percentage of your grade in order to convert to a 100-point scale.

247.5 - 275	= A
220 - 246.5	= B
192.5 - 219	= C
165 - 191.5	= D
Below 164	= F

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

Assignment Summary Chart

Assignment	Point Value	Due Date	CACREP Standards Addressed	SLOs Addressed
Midterm/Final	100	Midterm week 5/final week 10	2F4d, 2F4e, 2F4i, 2F7a, 2F7b, 2F7c, 2F7e, 2F7f, 2F7g, 2F7h, 2F7i, 2F7m, 5C1e, 5G1e	7
Discussions/Activities	100	As assigned/ Weekly	2F4d, 2F4e, 2F7b, 2F7c, 2F7e, 2F7f, 2F7i, 2F7j, 2F7k, 2F7l, 2F7m, 5C1e, 5C3a, 5C3b, 5G1e, 5G3e	2, 7
Parental Consultation and Communication Exercise	15	Week 5	2F7a, 2F7e, 2F7f, 2F7g, 2F7h, 2F7i, 2F7m	2
Instrument Critique Project	30	Week 7	2F4i, 2F7e, 2F7f, 2F7i, 2F7m, 5C1e, 5G1e	2, 7
Comprehensive Assessment Report	30	Week 10	2F4e, 2F7b, 2F7e, 2F7f, 2F7h, 2F7i, 2F7, 2F7l, 2F7m, 5C1e, 5C3a, 5G1e	2, 7

Detailed Descriptions

Points will be awarded for the following activities:

A. Discussion/Activities

100 points

Each module consists of a variety of activities to engage you in learning the materials. You will have written discussions, readings, videos, and web materials to review. You are expected to engage in review of all materials presented and will be assigned points for discussion boards according to the rubric in Brightspace. Discussions are designed to engage your thinking about the readings and to stimulate interaction with other students. A series of discussion questions pertaining to assigned chapters or topics will be posted on Brightspace. You are required to post your **initial post by the Saturday following module release (Sundays) and respond substantively to one peer by Sunday. Both posts are due by the end of the day (11:59 pm CST)**. Instructions will be provided in Brightspace. The first

response for each topic will be to the original statement or question, while any required additional responses will elaborate upon colleagues' reflections or comments or add to the discussion in some way. Before responding, it will be important to thoughtfully read the appropriate material. Discussions are expected to meet the following criteria:

- 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

Responses by your instructor will be posted when/if guidance is needed and in the form of summaries posted to announcements at the end of each week. You will receive specific feedback if your weekly participation is not meeting standards. See rubric in Brightspace for additional details. Your participation grade will be reduced at the end of the term if it is determined that you are not participating as outlined in ungraded portions of the participation requirements. This may include, but is not limited to, logging in to Brightspace regularly, completing readings and watching/reviewing assigned materials.

B. Midterm/Final Exam

100 points

Midterm and final consist of the chapter quizzes from the Whiston textbook. The material covered on the midterm and final cover chapters until the exam. Because you have at least a week to complete exams, **I will not re-open quizzes after the due date has passed.** The midterm/exam are open-book.

C. Parental Consultation and Communication Exercise

15 points

As a testing administrator, you receive a letter from a parent who is disappointed in their child's test results. The letter reads something like this:

"I don't believe in testing. Some people believe that tests are everything. In my opinion, tests usually provide only a limited or distorted view of my child's ability. But who am I to question your policy? I'm only a parent, and I just want what is best for my child. In a sense, I am concerned about writing to you as it might affect your treatment of my child (the one with the trouble-making parent). I am just frustrated. Why do we need testing anyway? Is it so important that everyone be labeled?"

Draft a minimum one-to-two-page letter that responds to these parental concerns. In your letter, be sure to discuss the concepts of reliability, validity, and error, both systematic and random (nonsystematic). In your response, you should also discuss the concepts of formative and summative purposes of testing programs (Chapter 16 LO3), formal vs. informal assessment,

and the elements that make a test standardized. Make sure you use lay language while you demonstrate your understanding of the psychometric principles you are explaining. Also, be sure to explicitly address both the ethics and the multicultural concerns involved with testing in your letter.

D. Instrument Critique Project

30 points

Locating an appropriate instrument is an important part of the assessment process. Submit a written review and oral presentation comparing and contrasting two tests designed to measure the same construct, such as personality, academic development, intelligence, social development, types of psychological diagnoses, career discernment, substance use disorder screening, process addiction screening, values inventory, skills inventory, interest inventory, or career readiness. The instruments reviewed should pertain to your specific training emphasis, either clinical mental health or school counseling. Sources for information should include the *Mental Measurement Yearbook*, *Tests in Print*, or the official test manual from the assessment's publisher. Be sure to appropriately cite sources and to include quotation marks for direct quotes. Each test review should be reported in the following outline form:

1. Test name
2. Test author
3. Publication
 - a. Publisher
 - b. Date of initial publication and most recent revision
 - c. Current total cost of examination
 - d. Individual costs of examination (booklets, answer sheets, manuals, etc.)
4. Test description
 - a. Item types
 - b. Available forms
 - c. Age groups
5. Test/scale development
 - a. Development history
 - b. Version changes
6. Test use
 - a. Purpose
 - b. Target population and groups for which the test is not applicable
7. Administration details
 - a. Time required
 - b. Training required
 - c. Standardization procedure and administration format (e.g., large group, small group, individual, quiet environment, lighting, spacing, etc.)
 - d. Special materials needed
 - e. Other administrative details
8. Scoring procedures
9. Normative data
 - a. Initial norming group
 - b. Subsequent norming groups
10. Reliability
 - a. Test-retest
 - b. Alternate form
 - c. Internal consistency
 - d. Reviewer's comments on reliability
11. Validity
 - a. Reviewer's comments on validity
12. General evaluation
 - a. Special merits and strengths of the test
 - b. Criticisms and limitations of the test

- c. Reviewer's recommendation
13. References

At the conclusion of the two review outlines, compare and contrast the two tests in paragraph form. At least one full paragraph should be devoted to noting similarities, at least one full paragraph should be devoted to contrasting differences, and at least one full paragraph should be devoted to making and supporting a recommendation for one test over the other. The entire exercise should be five to eight pages, not including the title page or references.

E. Comprehensive Assessment Report

30 points

During the course of the semester, you will take, score, interpret, and summarize into a written comprehensive report, the results for assessments taken. A list is included in the course documents section and the assessments are throughout the course. Each assessment will be conducted according to the procedures dictated in the respective instrument's manual. In addition to the instrument scores, please include other relevant data to support your findings such as age, gender of client, family background data, academic history and performance, and any impressions that you have. Please note, you are not required to disclose personal details beyond your comfort level. You are free to fictionalize background details and it will not be assumed that what you are including is the truth.

Consolidate and integrate this information into an 8 to 10-page comprehensive report of the assessment data, results, interpretations and professional opinions. If you choose, this report can be written to another counselor, teacher, or treatment team. Special attention should be given to communicating the purpose, results, and interpretation of each test in non-technical terms while also providing a thorough explanation. As such, you will need to explain concepts such as T-scores and norms (where applicable) in non-technical terms as well as help the client understand how to interpret these scores. Be sure to include a general description of each test, what it measures and the norming group, and interpretation and meaning of scores. The report should consist of the following sections (see your book for details on each section):

- I. Identifying Information
- II. Reason for Referral
- III. Background Information (what would be obtained in an initial interview)
- IV. Behavioral Observation (MSE)
- V. Test Results and Interpretation (separate for each assessment, include date administered)
- VI. Diagnostic Impressions and Summary (be sure to integrate information, including assessments and background, as well as provide treatment recommendations)

Proper administration, scoring, and interpretation will be demonstrated through the details included in your report. Be sure to identify any discrepancies and provide plausible explanations for their existence.

III. Topical Outline and Tentative Schedule

<u>Date</u>	<u>Scheduled Topic</u>	<u>Chapters Covered</u>
Module 1: 5/30-6/4	Introduction; Syllabus and Overview; Ethical, Legal, and Diversity Issues	Whiston 1, 5, & 6; ACA 2014 Code of Ethics
Module 2: 6/5-6/11	Initial Assessment	Whiston 8

Module 3: 6/12-6/18	Statistical Concepts and the Normal Curve	Whiston 2
Module 4: 6/19-6/25	Reliability, Validity, and Item Analysis	Whiston 3 & 4
Module 5: 6/26-7/2	Using Assessments and Communicating Results Parental Consultation Due Midterm Due	Whiston 7 & review 8 (pp. 151-153; 159; 163-167)
Module 6: 7/3-7/9	Assessment & Diagnosis	Whiston 15
Module 7: 7/10-7/16	Intelligence & Ability; Achievement & Aptitude Instrument Critique Due	Whiston 9 & 10
Module 8: 7/17-7/23	Personality & Marriage and Family	Whiston 12 & 14
Module 9: 7/24-7/30	Career & Behavioral	Whiston 11 & 13
Module 10: 7/31-8/4	Suicide, Aggression, & Child Abuse; Outcome Assessment Final Exam; Comprehensive Assessment Report Due This module's materials are due Friday 8/4 @ 11:59 pm	Whiston 8 (pp. 154-158; 160-162) & 16

Chapter reading quizzes, journals, and other activities are due each week as detailed on Blackboard, by Sunday at 11:59 pm. Exceptions are noted in the schedule above. Other readings may also be assigned during the course of the semester. The instructor reserves the right to make adjustments in the syllabus, assignments, activities, and the grading schedule as needed to meet course objectives and needs.

IV. Important Dates

First day of term: 5/30/2023

Drop dates:

Last day to **drop without** \$50 Add/Drop Fee: 5/2023

Last day to **drop** a course without a W: 6/14/2023

Last day to **drop** a course with a W or WF: 8/4/2023

Last day to **withdraw from all** classes: 8/4/2023

Last day of term: 8/4/2023

Policies

I. Course Policies

A. Attendance

Please see Section II-B for the departmental attendance policy. Lack of attendance as therein defined beyond one class will result in the reduction of the final course grade by one letter grade for each additional absence.

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 (04/31/2022) and ending 11:59 pm Saturday (05/05/2022). 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, the completion of DB 1.1.

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 for up to 5 days (this includes quizzes) after which time the submission will not be accepted unless otherwise discussed and approved by instructor in advance. This 24-hour period starts immediately following the assignment due date and time. Contact the instructor as soon as possible if you will not be able to turn in an assignment on time. Missing assignments will be assigned a grade of zero.

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), 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

I prefer to be contacted by email, and it is the best way to receive a timely response from me. My typical response time is within 2 business days during the week. If you have not heard from me in that time, please feel free to send me a follow-up email. I also prefer to know in advance if you'd like to meet during office hours. This gives me time to prepare to support you in a way that

best meets your individual needs, as well as ensures that you're not waiting in the virtual waiting room while I meet with someone else. I do not regularly check email over the weekend or in the evenings, so responses may take longer in those instances. Please feel free to contact me with questions. I am happy to help!

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

F. Meetings with Instructor

You may be requested to meet with the instructor. These face-to-face meetings are at the discretion of the instructor and may be available remotely. Failure to complete these requirements will result in loss of attendance and/or participation points.

II. 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. 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.

D. Academic Honesty

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.

E. 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.)

F. 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.

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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

III. University Policies

A. Attendance

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

B. 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/>.

C. 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 Neely

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

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/>.

D. 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/>.

E. 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)”

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

F. 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.

G. 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

I. 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.

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>).

II. 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. 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

Dean of Health Sciences and Education:

Dr. Lance Ratcliff
Violette Hall 2300
660.785.4383
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.**